

**ANNUAL REPORT OF FACULTY MEMBER AT FRANCIS MARION UNIVERSITY
2016-2017 Academic Year**

NOTE: Submit your Annual Report to your School or Department Chair for subsequent submission to your Dean. Use additional pages as needed.

	Initials	Date
Faculty Member		
Department Chair/Dean		
Provost		

Name:	
Rank:	
Department/School	

I. Courses Taught

Late Spring/Summer Session I/II 2016

Department	Course	Title	Enrollment	Lab	Lecture

Fall, 2016

Department	Course	Title	Enrollment	Lab	Lecture

Spring, 2017

Department	Course	Title	Enrollment	Lab	Lecture

List, on separate sheets of paper, teaching development, scholarly activities, and professional services, using the following outline. *[Please note: No one is expected nor required to report work under all sub-topics listed below. Use only those sub-topic areas that are applicable to you in the academic year of the report. If you feel none of the sub-topic headings are appropriate for your work, then create your own with your chair. You may also include work that will span more than one year at any time. Use only those sub-headings which are appropriate for your work. If you have nothing to list under "Class Support by Internet," then do not even mention that sub-topic. A set of examples are listed in an attachment].*

II. Teaching Development¹

- A. Course Development
- B. Program Development
- C. Class Support by Internet
- D. Class Support by Multi-media
- E. Student Resources
- F. Course Revision
- G. Professional Development
- H. Other

III. Scholarly Activities¹

- A. Articles and/or Books Published or Accepted for Publication
- B. Papers/Scholarly Addresses at Professional Meetings
- C. Recitals or Art Shows
- D. Scholarly Work Completed (Source, if published)
- E. Scholarly Work in Progress
- F. Other Writing in Progress
- G. Membership in Scholarly Societies
- H. Participation in Scholarly Societies
- I. Honors Received
- J. Other

IV. Professional Service¹

- A. Involvement in Student Activities
- B. Participation in Shared Governance
 - 1. Departmental or Institutional Committees
 - 2. Administrative Duties
 - 3. Workgroup and Ad hoc Committees
 - 4. Departmental or Institutional Duties
- C. Membership in Professional Organizations
- D. Participation in Professional Organizations
- E. Discipline Related Service to the Community
- F. Consulting
- G. Honors Received
- H. Other

V. Professional Advancement

- A. Course Title, Credit, College/University/Organization, Date

(Provide transcript or documentation of all course work for professional advancement consideration.)

- B. Seminar(s) or Institute(s)
- C. Other

1. *Please denote all scholarly work in which undergraduate or graduate students were active participants.*

Possible Examples for Use in Annual Report

Examples of Teaching Development

Course Development

Development of a new course for your department
Development of a special topic course for the honors program or your department
Development of a course for continuing education

Program Development

Serve on a departmental, school or university workgroup for new program
Serve as director for a program within your department
Evaluate program needs
Attend workshops, seminars on scholarly programs

Class Support by Internet

Develop Internet site devoted to providing students on-line support in your classes
Provide on-line review exams for students
Publication of your syllabi on-line
Establish discussion group for classes or department

Class Support by Multi-media

Development of multi-media presentations for in-class use
Development of live "enactments" of major figures in course material
Integrated use of film, television, mass communications, literature, etc.

Student Resources

Editing a readings text
Preparation of a texts on use of software, Internet, problem solving, etc.

Course Revision

Re-structuring the nature of an existing course
Complete up-grading of an existing course
Development of new approach for existing course

Professional Development

Workshops, seminar, etc. in the art of teaching
Professional seminars on status of your discipline in colleges
Participation in workgroups, discussion groups, etc. on courses in your specialty

Other

Any reasonable endeavor that advances your work within the classroom and the opportunity for our students to learn.

Examples of Scholarly Activities

Articles and/or Books Published or Accepted for Publication

Specify the traditional bibliographic information (please indicate if FMU students are co-authors or formally worked on the presentation).

Papers/Scholarly Addresses at Professional Meetings

Specify name of professional organization, date, location, and title (please indicate if FMU students are co-authors or formally worked on the presentation).

Recitals or Art Shows

Specify names of shows, date, and any other information you feel notes the nature of your work.

Awards for fine art works.

Scholarly Work Completed (Source, if submitted for publication)

Specify nature of research and likely use, e.g. publication, papers, art shows, etc.

Scholarly Work in Progress

Specify nature of work and current status.

Writing in Progress

Any professional writing currently in progress, e.g. plays, novels, editorials, edited texts, text reviews, papers, textbooks, etc.

Membership in Scholarly Societies

List the scholarly organizations to which you belong

Participation in Scholarly Societies

List roles you played in your scholarly organizations, e.g. regional vice-president, member of executive committee, seminar chair, convention host, etc.

Honors Received

Any rewards or notice of outstanding work in your discipline, for teaching, service, etc.

Other

Any other scholarly work that does not fit in one of the above categories.

Examples of Professional Service

Involvement in Student Activities

Advising student clubs, honor societies, etc.
Advisor for social organizations
Assisting in student activities

Participation in Shared Governance

Membership in Faculty Senate
Membership in Faculty Standing Committees
Member of Faculty Workgroups or Task Forces
Serve as adjunct or liaison to faculty or board committee
Carry out task for the President or Faculty
Administrative, Departmental or Institutional Duties
Serve as program director
Serve as Program Effectiveness Coordinator for your program.
Chair of Departmental or School search committee

Participation in Professional/Service Organizations

Board of United Way
Advising Council for Pee Dee Coalition for Domestic Violence and Abuse
Florence County Literacy Council

Discipline Related Service to the Community

Talks to civic organizations related to your discipline
Workshops for public groups

Consulting

Professional consultations, e.g. data analyses, survey, technical writing, art work, etc.

Honors Received

Any recognition and/or reward for your contributions to the community

Other

Any other professional activity you feel is a service to the campus community or social community.

Examples of Professional Advancement

Course Title, Credit, College/University/Organization, Date

(Provide transcript or documentation of all course work for professional advancement consideration.)

This is for formal course, continuing education, or professional advancement work designed for those in professions that require such formal work to maintain licenses, certificates, etc.

Seminar(s) or Institute(s)

Round table discussions on teaching freshmen English
Institute for the Advancement of Political Honesty
War College for Strategic Planning
Institute for Protection of Academic Freedom

Other

Please remember you are not expected to list everything you have done during an academic year, list only those things you feel are important to your teaching, scholarship and service to the community.