Lecturer’s Annual Report Form
College of Arts & Sciences

Name: _________________________ Department______________________
Report for the Calendar Year ______ Date Report Submitted: ____________

Annual Reports cover all courses taught in a calendar year January 1 through December 31.

All lecturers who are not otherwise submitting an Interim Review, Major Review, or Continuing Renewal Review must submit an Annual Report to remain in good standing with the institution.

For Lecturers I, II, Intermittent and Adjunct: Attach a maximum 2 page response to items 1 through 3 below; plus a completed Course Evaluations Summary form available on the CAS website http://www.umflint.edu/cas/leo.htm

For Lecturers III, IV: Attach a maximum 4 page response to items 1 through 4 below; plus a completed Course Evaluations Summary form available on the CAS website http://www.umflint.edu/cas/leo.htm.

1. Courses Taught. List by semester (use reverse chronological order), include section number, and enrollment.

2. Comment on your teaching performance. Include successes, challenges, new approaches you attempted and plans for improvement. Provide comments on your course syllabi, course design, assessment and class student interaction.

3. Comment on your student course evaluations. Include reflection on student’s comments and numerical ratings, and manners in which you might address necessary changes.

____________________________________________________________________

4. Describe your service contributions. List relevant service activities this calendar year. For each of them describe your contributions and/or responsibilities. List in separate categories: Departmental, College, University, and/or Community (include local and professional communities). See the Major and Continuing Renewal Review Standards on the CAS website for more information on College expectations for “meaningful service”.

All Lecturers: in the best interest of complete and accurate Interim and Major Reviews, make sure you keep copies of your Annual Report (the narrative response plus the Course Evaluation Summary form) and any documents associated with this reporting year such as Class Observations, Course Evaluations, Course Syllabi, etc.

Revised May 2013