**LAKEHEAD UNIVERSITY**

 **ANNUAL REPORT FOR ACADEMIC STAFF**

**REVISED (June 2018)**

(CONTRACT LECTURER MEMBERS – SEE 16.06.03)

LUFA Collective Agreement (2016-2020) Article 16.06 provides guidance for the Annual Report. The Annual Report is used as per the Collective Agreement to inform several key processes including –

1. Applications for Renewal (23.02.02)
2. Applications for Tenure (25.03)
3. Career Development Increments (35.01.04)
4. Merit Awards (Appendix I).

As per Article 16.06.01, Each faculty member shall submit to his/her immediate supervisor three copies of an Annual Report by **July 31st** of each year. Where possible the member shall submit the Annual Report in electronic format. The Annual Report shall include the previous **July 1st to June 30th** period.

**Note 1** - Members on Sabbatical (37.01.16) or Study Leave (37.02.15) are still required to submit an Annual Report.

**NEW-Note 2** – The responsibilities of Teaching Focused faculty members at Lakehead University shall encompass an appropriate combination of teaching, educational leadership, administrative activities and/or service to the profess­ion and community. Completion of “Research and Other Scholarly and Creative Activities” is optional for these faculty members.

NAME:

DEPARTMENT/SCHOOL:

DATE:

**TEACHING AND STUDENT SUPERVISION (Article 16.06.02 A and B)**

(A) Teaching Responsibilities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Code and Number** | **Type\*** | **Number of Students** | **Hours per Week** | **Check One** | **Check one** | **Check One** |
| **Fall** | **Winter** | **Fall & Winter** | **Spring** | **Summer** | **On Campus** | **Off Campus** | **Part of Load** | **Overload** |
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\*Lecture (LEC), seminar (SEM), laboratory (LAB), tutorial (TUT), on-line, etc.

Thesis or projects supervised during the period covered by this annual report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course and Number** | **Name of student** | **Title of thesis or project** | Check One | Check One |
| **Undergraduate** | **Graduate** | **Primary Supervisor** | **Co-Supervisor** | **Committee Member** |
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(B) Evidence of teaching delivery and teaching performance **(Article 16.06.02 B)**.

Provide the following for each course listed in (A):

**i. the course outline,**

**ii. the summary report for the set of questions jointly agreed to by the Association and Board for assessing the Student Feedback on Teaching for each course taught, and**

**iii. the class mean for each course taught.**

(Other teaching evaluations, peer evaluations, student testimonials, reproductions of student work, and/or any other pertinent materials may also be included at the discretion of the Member).

**RESEARCH AND OTHER SCHOLARLY AND CREATIVE ACTIVITIES
(Article 16.06.02 C, D, E, F, G)**

(C) Books and papers published (during the period covered by this report) Please enclose reprints, if available.

 (i) Papers published in journals (provide full citations and indicate if refereed)

 (ii) Papers accepted for publication in journals (indicate if refereed)

 (iii) Books and chapters in books

 (iv) Published reviews

D) (i) Conference papers given (indicate whether read or poster presentation)
(**Article 16.06.02 D**)

 (ii) Papers in conference proceedings (indicate if refereed)

 (iii) Learned or professional conferences attended
(Please indicate role i.e. chair, discussant, etc.)

(E) Research and other scholarly work in progress (including papers submitted, not yet accepted) (**Article 16.06.02 E**)

(F) Graduate degree or diploma in progress or completed during the past year
(**Article 16.06.02 F**)

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| --- | --- | --- | --- | --- |
| **Name of Degree** | **Institution** | **Title of thesis** | **Date Awarded** | **Expected Date of Completion** |
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(G) Awards and other honours received **(Article 16.06.02 G**)

**SERVICE TO UNIVERSITY, PROFESSION AND COMMUNITY (Article 16.06.02 H, I, J)**

(H) Departmental, Faculty, Senate, Board, LUFA, and other University activities
(**Article 16.06.02 H**)

(I) Contributions to your profession (list memberships and specify office held, editorial responsibility, refereeing, etc.) (**Article 16.06.02 I)**

(J) General contributions to the community (**Article 16.06.02 J**)

**ACADEMIC ACTIVITIES, RESEARCH FUNDING, AND PROFESSIONAL ACTIVITIES
(Article 16.06.02 K, L, M)**

(K) Academic activities pursued in any term, (e.g. summer), where there was no assigned teaching responsibility (**Article 16.06.02 K**). Please indicate location of activity.
Items falling into this category could include study toward a higher degree, course preparation, etc.

(L) Research grants and contracts awarded (**Article 16.06.02 L**)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Granting Body** | **Research Title** | **Role of Faculty Member** | **Amount Awarded (indicate proportion if co-awarded)** | **Date of Grant** |
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(M) Outside professional activities **(Art. 16.06.02 M, as per Article 27.01.07)**

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| --- | --- | --- | --- |
| **Nature of Activity\*** | **Name of organization or project** | **Start and end date** | **Total amount of time spent on project (no. of days)** |
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\*Consulting, teaching at another educational institution, etc.

**FUTURE ACTIVITIES & OTHER RELEVANT INFORMATION (Article 16.06.02 N, O)**

 (N) Proposed future activities (**Article 16.06.02 N**)

(O) Any other information you consider relevant (**Article 16.06.02 O**)

**Signature: Date: .**