

**CARLETON UNIVERSITY**

**MEMORANDUM**

**Date:** 2014 04 09

**To:** All members of the Faculty of Arts & Social Sciences

**From:** John Osborne, Dean  
Faculty of Arts & Social Sciences

**Re:** Annual Report on Professional Activities and CDIs

We are proceeding again with the annual evaluation of faculty as required by the current Collective Agreement for C.D.I. purposes.

1. This year we are requesting the Annual Report on Professional Activities (May 1, 2013 – April 30, 2014) and an updated c.v. from every member of faculty. These must follow the official format of the Faculty which should be on file in your departmental office. The reports are essential for the preparation of recommendations concerning C.D.I.s.
2. Your report and updated c.v. should be sent in duplicate to the Chair or Director of your unit by May 15. Copies will be sent on to me, with the departmental recommendation concerning C.D.I.s.
3. As before, decisions concerning the award of C.D.I.s will be based primarily on
  - (a) the report from departments
  - (b) the Annual Report on Professional Activities
  - (c) the teaching evaluations provided via computer printout.



## ANNUAL REPORT ON PROFESSIONAL ACTIVITIES

Complete in triplicate: one copy for personal file, one for departmental file, one for Dean (via chairman/director).

1. Honours received
2. Publications
  - a) Books published or edited (indicate place, publisher and pagination):
  - b) Articles published in edited books or referred journals:
  - c) Articles published in refereed conference proceeding:
  - d) Encyclopedia articles published (please indicate pagination):
  - e) Catalogues, Textbooks, Technical Reports and Creative Writing published:
  - f) Articles in non-refereed journals and miscellaneous scholarly publications:
  - g) Review articles and book reviews published (give author, book, journal and pagination):
  - h) Journalistic Writing:
  - i) Work in press or accepted for publication (indicate with \*items reported in this category last year):
3. Editorial Responsibilities
4. Papers Presented
  - a) At Learned Societies or before other Academic Bodies outside of Carleton:
  - b) Non-Academic Talks:
  - c) Sessions chaired, papers commented on, round-table presentations at professional conferences:
  - d) Invited talks (other than lectures in your own courses) given at Carleton:
5. Other forms of scholarly productivity such as exhibits arranged, plays produced, tests devised, recitals, poetry readings, etc.
6. Research Grants Received (note source, topic, sum and add \* if this grant was reported last year)
7. Service to the Profession
  - a) Offices held in local, national or international academic bodies:
  - b) Positions held on selection committees (OGS, SSHRCC, etc.) or performance adjudication boards:
  - c) Manuscript appraisals for journals or publishers:
  - d) Assessment of research proposal for SSHRCC, etc.:
  - e) Assessment of university programs or of candidates for promotion at other universities:
  - f) External examiner for MA or Ph.D. theses at other universities:
  - g) Other forms of service to the profession:
8. Consultancies and Contract Research (note any unpublished reports resulting from this work)
9. Academic Responsibilities
  - a) Graduate and undergraduate courses and seminars taught (note contact hours and whether team-taught):
  - b) Directed Studies courses taught (note number of each course and number of students in that course):
  - c) Theses supervised (note program, department, name of student, title of thesis (if completed), and whether work is at planning, research/writing, dormant or completion stage):
  - d) Thesis boards participated on in a capacity other than supervisor:
  - e) Innovative teaching methods employed:
10. Administrative Responsibilities and Committee Assignments
  - a) Departmental:
  - b) Faculty:
  - c) University:
11. Any other information you wish to bring to the attention of the Promotions Committee and the Dean of Arts and Social Sciences.