## PROFESSIONAL ACTIVITIES REPORT Collegiate Coterminous Faculty January-December 2017

Please include as a separate document an updated CURRICULUM VITAE and send it along with this PAR to your department chair and to the Dean of the College Sakai site no later than December 15, 2017.

NAME DEPARTMENT

TEACHING, DEPARTMENTAL AFFAIRS, AND ACADEMIC ADVISING

• Please list the standard courses (with student enrollments) that you taught during 2017. Feel free to comment on any aspects of these courses, such as whether they are new contributions to the curriculum, reflect substantial pedagogical revisions, or incorporate community partnership, problem-based learning, pedagogies designed to be more inclusive of underrepresented groups, or other active pedagogies such as field trips. Please also indicate whether such pedagogies and innovations involve other departments or programs.

• Please describe your participation in your department's senior exercise.

• Please list the student names and subjects of the senior theses you supervised during 2017, indicating whether you were the first, second, or third reader for the thesis.

• Please report the names of any students who worked with you as a research assistant (indicate whether paid or unpaid), including SURPs, in 2017.

• Please list the student name and course subject of any independent study or summer reading course you supervised during 2017.

• Please list any other noteworthy teaching-related activities (including workshops and conferences) not covered by the preceding questions.

• Please report the number of your 2017 student advisees, indicating how many are firstyear students.

• Please indicate other significant teaching or extracurricular activities, such as mentoring students from underrepresented groups (Posse, HAP, PAYS, etc.) or developing a course for the new Analyzing Difference general education requirement, during 2017.

SCHOLARSHIP: Please report here such items as publications (with complete bibliographic citation), grants (include funding source, title, a brief description of the proposal, and status), service on grant external review panels, honors (include a brief description), performances (with name and location of theatre or concert hall, date and nature of performance or program; note if performance was a premiere), exhibitions (with name and location of gallery or institution and nature and dates of show), conference papers or presentations (with title, name, place, and date), attendance at professional meetings, consulting or counseling, membership in professional organizations, or any other work or activity which reflects your participation in professional affairs or the development of your professional interests and capacities. Please indicate if any publications or conference papers are co-authored with current or former Pomona students.

SABBATICAL ACTIVITIES: If you were on sabbatical leave during any part of 2017, please report on accomplishments resulting from your leave.

SERVICE TO THE DEPARTMENT, COLLEGE AND COMMUNITY: Please report such things as appointment or election to College or faculty offices and committees, participation in special programs, projects or events, memberships in campus or community organizations, advising student groups, and other contributions to the life of your department, the College or the community.

OPTIONAL: As originally suggested at a 3-divisional meeting and endorsed by the Executive Committee, faculty are encouraged to provide a five-year professional development plan. This is completely optional, but if you choose to submit a plan, I am happy to meet with you periodically over the next five years to discuss your progress and any revisions needed along the way. Our goal is to provide you the opportunity to monitor and report your goals and achievements over a specific time period.

## ADMINISTRATIVE RESPONSIBILITIES

• Please list your top three (3) past achievements this year based upon your major administrative job responsibility areas.

• Please suggest three to five (3-5) major goals related to your administrative job responsibilities for the coming year.

**EMPLOYEE COMMENTS:** Please provide action plans, ideas, recommendations, acknowledgements or comments relevant to this evaluation or the next review period that were or were not previously discussed.

**SUPERVISOR COMMENTS: Supervisor** should provide an overall assessment of the employee's performance based on the information provided throughout this evaluation.

I acknowledge that I have read and discussed this performance appraisal with my Supervisor. My signature does not necessarily indicate agreement with the contents or overall evaluation by my Supervisor, but does acknowledge that I have been advised of my performance appraisal.

Employee Signature	Date	
Supervisor Signature	Date	Received in Human Resources by:
Next Level Up Signature	Date	Human Resources Signature Date
		Original: Personnel File

**CC:** Employee; Supervisor