

FACULTY SERVICE REPORT

(updated 1/25/06)

A1 Last Name		First		Middle		Date		
A2 Department		A3 Discipline		A4 Date Employed at DWC		A5 Acad. Report Year		
A6 Present Academic Rank		A7 Years in Present Rank		A8 Date of Tenure at DWC				
A9 DWC Service Years		A10 Higher Ed Service Years		A11 Present Contract				
<u>Adm</u> Only	FT	PT	<u>Adm</u> Only	FT	PT	<u>Adm</u> Only	FT	PT
<u>Instr</u> Only	FT	PT	<u>Instr</u> Only	FT	PT	<u>Instr</u> Only	FT	PT
<u>Adm&Inst</u>	FT	PT	<u>Adm&Inst</u>	FT	PT	<u>Adm&Inst</u>	FT	PT

B Administration Title/Position		Dates of Appt		Organizational Unit		Comments	
		From	To				
B1							
B2							

C Counseling Activities		Yes	No			Yes	No
<u>C1</u> Academic Advising				C4 Individual Counseling			
<u>C2</u> Formation				C5 Tutoring			
<u>C3</u> Spiritual Direction				C6 Other			

D Public/College Professional Service		Position, Assignment, Memberships		Terms/Dates	
D1 College Service					
D2 Public Service					

E Publications Not Previously Reported: Articles, Books, etc.				
	<i>Title</i>	<i>Publisher</i>	<i>Location</i>	<i>Date</i>
E1				
E2				
E3				
E4				
E5				

F1 Research or Creative Work Not Previously Reported							
<i>Title</i>	<i>Location</i>	<i>Sponsor's Name</i>	<i>Beginning Date</i>	<i>Project End Date</i>	<i>End Date</i>	<i>Funding</i>	
						Non-DWC	DWC Acct.
F2 Professional Activity			Dates		Comments		
F3 Professional Service/Memberships							
F4 Future Plans for Professional Development							

G	Estimate of Work Week	I Semester No. of Hrs.	II Semester No. of Hrs.	Total No. of Hrs.	Percent of Total Hours	Comments
G1	Administration					
G2	Instruction					
G3	Committee Work					
G4	Academic Counseling					
G5	Formation Counseling					
G6	Spiritual Counseling					
G7	Individual Counseling					
G8	Tutoring					
G9	Service					
G10	Publishing & Scholarship					
G11	Professional Activity					
G12	Other					
G13	Total (Add G1 – G12)					

INSTRUCTIONS FOR FACULTY SERVICE REPORT (updated 1/25/06)

The purpose of the Faculty Service Report is to:

1. establish a system for the faculty to document and report their activities on an annual basis.
2. provide a fair and equitable means of evaluating the activities and contributions of faculty members for salary increases, merit recognition, promotion in rank and granting of tenure.

Please refer to the *Faculty Handbook*, Chapter 2, No. 240 and Chapter 3 for information on faculty responsibilities, growth and evaluation. The Faculty Service Report is to be completed for each academic year at DWC. Please complete each item accurately.

Present the original to the Vice President for Academic Affairs by May 1 and give a copy to your department chair or immediate supervisor. Please retain a copy for your personal records.

The following is a guide to sections that are not self-explanatory.

A. IDENTIFICATION

A9 Indicate your number of years of contracted full time and part time service at DWC as administrative only, instructional only, or as administrative and instructional faculty. Include this current year.

A10 Indicate the total number of years you have been involved in collegiate education. The figure should include years of contracted full time and part time service as administrative only, instructional only, or as administrative and instructional faculty at DWC **AND** at other post-secondary institutions. Do not include years of teaching assistantships.

- **A11** Indicate by checkmark if you are currently contracted full time or part time as administrative only, instructional only, or administrative and instructional faculty.

B. ADMINISTRATION

Lines B1 through B4: Refer to the College Catalog under Administration and Staff for administrative positions that are to be listed here.

C. COUNSELING

Lines C1 through C6: Indicate whether or not you are involved in academic advising, spiritual direction, formation tutoring, etc.

D. SERVICE

D1 COLLEGE SERVICE

List service to the College

- in any position given in the Administration Manual No. 210 that you did not list under Section B.
- as a member of the standing committees given in the Administration Manual No. 240.
- As a member of periodic or ad-hoc committees.
- Involved in college activities, outside the classroom such as workshops, plays, student publications, special college projects or programs, or guidance and leadership in student activities.

D2 PUBLIC SERVICE

List service to the neighboring community as appointed or elected official or board member, as gratis consultant or lecturer, as college representative including pastoral work.

E. PUBLICATIONS

List publications not previously reported: articles, books, etc. Include title, published, location and date.

F. RESEARCH/CREATIVE WORK

F1 RESEARCH/CREATIVE WORK

List research and/or creative achievement in art, music or drama performance, etc. completed since the previous academic year, and in which you are currently engaged.

F2 PROFESSIONAL ACTIVITY

List:

- Further study
- Development of new courses and academic programs
- Completion of a degree – indicate university, date, degree and name. An official copy of the transcript indicating the degree must be requested from the college and university and sent to the Vice President for Academic Affairs at DWC for the teacher folder.

F3 PROFESSIONAL SERVICE/MEMBERSHIPS

List service to professional organizations as appointed or elected officer or committee member.

List:

- Professional organizations **added or dropped** during this academic year
- Attendance at meetings of professional organizations
- Presentations given at professional meetings, area colleges or agencies, etc.

F4 FUTURE PLANS FOR PROFESSIONAL DEVELOPMENT

Please indicate directions or ideas you have for future professional development. E.G. Next year I plan to attend the National Conference on _____ for the purpose of _____.

G. WORK WEEK ESTIMATION

Lines G1 through G13: Estimate the number of hours you spend per week in each of the activities given. Then total these hours as both the total hours per semester and also total hours per year in each activity. The Percent of Total Hours per activity is determined by dividing the number in that activity by the total number of hours per year. E.G. 15 hours spent in administration divided by 40 total hours of work would equal 37.5% of work spent in administration.

H. COMMENTS

Use this space to explain or expand on data given in Sections A through H. Also list information and/or activities that are not listed in A through H. Feel free to attach additional sheets if necessary.

I. PROFESSIONAL GROWTH PLANNING AND EVALUATION PROGRAM

TEACHING (Are you planning on developing a new course or upgrading an existing course – perhaps by adding technology, a web site, etc.? Is this change in response to assessment data? Are you planning on honing a teaching skill? What? How? Why? Will you utilize the Teaching Improvement Clinic to upgrade your teaching skills?)

PROFESSIONAL DEVELOPMENT (Are you working on a research project, preparing a publication, preparing a presentation? If so, what, where, when? Are you working on an applied research project – perhaps involving a successful pedagogical technique? Will you be involving a student in your research project? How? Will you be attending a conference/seminar, making a presentation at a conference/seminar? Are you attending a professional conference to gain additional expertise? Are you writing/administering a grant?)

SERVICE (Are you serving in a professional capacity in your professional organization? Are you doing external volunteer work and/or consulting work? What internal volunteer work are you doing – e.g., serving on committees, which ones, serving as an advisor, serving as a mentor to a colleague?)

SIGNATURE

Please **sign** and **date** the Faculty Service Report in the space provided.

(updated 1/25/06)
(revised 4/03)