

**COLLEGE OF ARTS AND SCIENCES
FACULTY ACTIVITIES REPORT (FAR)
TENURE-STREAM FACULTY
SEPTEMBER, 1 20XX – AUGUST 31, 20XX**

- 1) Please submit to the A&S Dean's Office by October 1: a hard copy of your completed FAR and a hard copy of your most recent CV.
- 2) Please submit to your department chair / program director by October 1: (a) a hard copy of your FAR and your CV; (b) evidence supporting your teaching (numerical and narrative course evaluations, along with other materials pertinent to your contributions to student learning); and (c) evidence supporting your scholarship (publications, papers, conference schedules, performance programs, exhibition catalogues, and the like).
- 3) Please note that this FAR seeks to gather information that is useful in the evaluation process; excessive information may obscure your *major* contributions. Make entries only where appropriate. You may delete all categories not applicable to you as well as the descriptors that follow the categories.

I. GENERAL INFORMATION

Name:
Academic rank:
Department:
Number of years on the Santa Clara Faculty:

Professional qualifications and development. (Please list "short courses," sabbaticals, professional leaves, or other programs in which you participated that were designed to bring faculty up-to-date in your discipline. List, too, any academic degrees or certificates earned over the period covered by this report.)

II. TEACHING

1. **Courses and laboratories** (Please include summer courses.)

Term	Course No.	Course Title
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2. **Course reductions.** *Note: The normal teaching load for all faculty is seven courses. Tenured or tenure-track faculty should list the one-course reduction for scholarship in this section if they have an active scholarship program.* (Please explain any reduction in normal teaching load; this should include courses off for scholarship, sabbatical, administrative service, leaves of absence (i.e., medical or family leave), professional development, or service to the profession.)

3. **Prizes or awards for teaching.** (Please include the name and purpose of the award, the organization presenting the award, and the date.)

4. **Teaching and Advising.** (All faculty are expected to continue to revise and enhance their courses, to use the best pedagogical methods, to teach courses they are assigned, to carry out effective mentoring and advising, to assess student learning in their courses effectively, and to participate actively in enhancing the teaching and learning goals and initiatives of the department, college, and university. Please list the ways in which your efforts have contributed to teaching, learning, curricular

development, and advising. Where appropriate, teaching may include student participation in faculty research.)

III. SCHOLARSHIP

- 1a. Publications.** (Please provide a complete bibliographic citation for all scholarly or creative works published during this evaluation period, including conference papers published as proceedings. Please provide the acceptance rate for journal articles and a very brief description of the publication: national or regional? research or pedagogical? refereed or invited? Please describe your contribution if the publication or creative work has multiple authors or collaborators. Forward one copy of each publication to your Chair.)
- 1b. Performances or exhibitions.** (Please list all performances or exhibitions during the evaluation period and provide a very brief description of the venue.)
- 1c. Papers and Invited Addresses.** (Please list here all papers presented at professional meetings or at other universities.)
- 2. Work accepted for publication but not yet published.** (All publications “count” just once; if your department counts these works as completed works, please note they cannot be double counted when they are published.)
- 3. Research or artistic production in progress.** (Please note the percentage of the project completed. This category includes work submitted for publication but not yet accepted.)
- 4. Plans for scholarly work, research, or artistic performance.** (This category is primarily intended for probationary faculty.)
- 5. Grant applications.** (Please include title, sponsor, amount requested, date submitted and status of request.)
- 6. Prizes or awards for scholarly and artistic work.** (Please include the name and purpose of the award, organization presenting the award, and the date.)

IV. FACULTY SERVICE

In this section, please try to give some indication of the time commitment of the activity involved. For example, did a committee meet weekly or once per term? Give a very brief assessment of the significance of the activity. Please include years of service and other pertinent information. When listing committee work, please give the name of the Chair. Please do not include activities that you would not include on your curriculum vitae.

- 1. Major university, college and departmental service.**
- 2. Major professional service.**
- 3. Major community service.**
- 4. Prizes, awards or recognitions of service contributions.** (Please list the name and purpose of the award, organization making the award, and the date.)

V. OTHER PERTINENT INFORMATION