**UNIVERSITY OF MINNESOTA, CROOKSTON**

**ACADEMIC FACULTY AND TEACHING P&A STAFF ACCOMPLISHMENT AND PLANNING FORM**

**Spring Semester 2015 through Fall Semester 2015**

|  |  |
| --- | --- |
| Name: | Unit of Primary  Appointment: |

Accomplishment and planning information is collected by the unit of primary appointment to serve as a self-accounting check list for the individual faculty or staff member and to aid the supervisory administrator in communication and decision making (e.g., tenure, promotion, salary decisions, unit annual reports, and other reports and reviews). Brief but specific details are appropriate. Attach additional sheets as necessary.

**I. INSTRUCTIONAL ACTIVITIES**

Courses Taught

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Semester/Course | Course Number | Credits | Sections | Contact Hours | Enrollment |
| Spring 2015: |  |  |  |  |  |
| Summer 2015: |  |  |  |  |  |
| Fall 2015: |  |  |  |  |  |

Evaluation of Teaching Effectiveness - Describe procedures used to evaluate teaching effectiveness.

Improvement of Teaching Effectiveness - Describe steps taken to improve teaching effectiveness including assessment.

Unscheduled Instructional Activities not reported above; e.g., informal seminars, guest lectures which you conducted but received no additional pay beyond your appointment.

Courses Developed and Revised - Provide details and attach course syllabi.

Academic Advising: Number of advisees during spring semester 2015: \_\_\_\_\_\_\_. Number of advisees during fall semester 2015: \_\_\_\_\_\_\_. During the reporting time period, estimate the number of prospective and former students, not registered at the University, who consulted you on academic matters: \_\_\_\_\_\_\_. List all advisees that graduated during the reporting time period.

| Advisee | Major | Degree Awarded | First Placement |
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**II. DISCIPLINED INQUIRY ACTIVITIES (Research, Scholarly, Creative Activities)**

Publications and Technical Reports

Papers Presented at Professional Meetings

Curriculum/Program Development

Grant and Proposal Development

Grants Received:

Grants Requested But Not Received:

**III. OUTREACH**

Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world (University 2000). Include service to agencies outside the University; e.g., consultation; advisory committee service; conference, institute, workshop presentations and/or coordination; courses taught, etc.

**IV. SUMMARY OF PROFESSIONAL DEVELOPMENT**

List professional development activities; e.g., attendance at professional meetings, workshops, training seminars; collegiate course work

Memberships in Professional Organizations

Journals Read on a Regular Basis

**V. UNIVERSITY SERVICE ACTIVITIES (committees, working groups)**

Crookston Campus

All-University

**VI**. **FUTURE PLANS**

Briefly outline your future plans in the areas of teaching, disciplined inquiry, and outreach or service.

**TEACHING**

#### DISCIPLINED INQUIRY

**OUTREACH**

Signature: Date:

###### RETURN TO UNIT OF PRIMARY APPOINTMENT BY FEBRUARY 15, 2016