

PROFESSIONAL EVALUATION INTERVIEW SCHEDULE

(Note: This form is designed for use in conjunction with the annual evaluation conference the Chairman is required to have with each member of the Department. Please fill this form out prior to the interview).

Academic Year:

1. **Name:** _____ **Title:** _____

2. **Classroom instruction and related activities** (list all courses taught during current academic year; note, where applicable, preparation of new or revised syllabi, new teaching aids, provisions for demonstrations and visits, use of visit lecturers, and such other related activities which have characterized your teaching.

3. **Administrative assignments:** (departmental or college):

4. **Research** (research completed, in progress, or initiated):

5. **Scholarly writing:** (List separately books, articles, abstracts, reviews, survey reports. For all publications indicate clearly whether you were the author, co-author, editor, co-editor, contributor, etc., and give names of all co-authors and co-editors. Please give full bibliographical citations. Attach any reviews of books or articles you have published):

6. **Departmental, college and university committee assignments:**

7. **Student Counseling** (other than routine counseling directly associated with your teaching):

8. **Academic and professional recognition** (Fellowships, special awards, citations, elections to honorary societies, appointments to editorial boards of professional journals, biographical listings, etc.)

9. **Activities in learned professional organizations** (memberships, committee service, office held, program participation, etc. Give dates):

10. **Public service** (Trusteeships, speeches before lay or professional groups, participation in civic affairs):

11. **Other employment** (consulting, teaching, etc. Give particulars):

12. **Other activities** (activities, awards, personal or professional data which serve to describe further your professional qualifications and standing):

DATE

CHAIRMAN