

ANNUAL REPORT OF ACADEMIC ADMINISTRATORS FOR CALENDAR YEAR 2020

Dean's Office Deadline: Friday, January 29, 2021

The purpose of this report is (i) to allow academic administrators to report their University-related activities over the past year and to describe their plans for the future and (ii) to allow the Dean to evaluate these activities and goals. An electronic copy of each academic administrator's updated CV is to accompany the report.

Name: _____ **Department:** _____ **Rank:** _____

Section I - Academic Activities

For the period January 1 to December 31, 2020, please provide an outline of:

- (a) **Teaching:** Include undergraduate and graduate courses; supervision of graduate students, research assistants and postdoctoral associates; short courses, seminars or workshops; teaching methods developed/introduced.
- (b) **Scholarship:** Include any significant milestones or accomplishments in your research, publications (including accepted articles in press), patents, software development, reports, grants, contracts, fellowships, awards or other honours.
- (c) **Service activity:** Include departmental, faculty or university activities, service to the profession or discipline and the general community not reported elsewhere on this form.
- (d) **Professional development:** Include attendance at conferences, courses or workshops related to academic or personal development, e.g. teaching development, research methodology.
- (e) **Safety responsibilities:** Include a summary of safety procedures implemented in all laboratories for which you are responsible and any new initiatives that you have taken.

Section II – Administrative and Leadership Activities

Please outline activities of the past year, including how you have fulfilled your safety responsibilities.

Section III – Future Focus

Please outline goals for the coming one to three years.

Section IV – Conflict of Interest Declaration

Please declare any conflicts of interest as per Clause 15.3 the [UMFA Contract](#) and the [University Conflict of Interest Policy](#).

Section V – Evaluation

The Dean will evaluate the activities described above and discuss her evaluation with the academic administrator, who may comment on it below. The completed form will become part of each academic administrator's confidential file and a copy will be transmitted to the academic administrator.

Dean's evaluation:

Academic Administrator's comments:

Signatures:

_____ (Dean) _____ (Academic Administrator) Date _____