**Dean's Office Deadline: January 28, 2022**

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 Jan. 1 – Dec. 31 past**, please provide an outline of your:

1. **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:**  Note any significant milestones or accomplishments in your research. List publications (including accepted articles in press), patents, software development, reports, grants, contracts, fellowships, awards or other honours).

**Publications (personnel supervised in bold and underlined):**

**Published/in Press:**

(c) **Service activity:**  Include departmental, faculty or university activities (including UMFA), service to the profession or discipline and the general community.

1. **Service to the Department & Faculty of Science:**

**B.**  **Service to the University:**

1. **Service to the Community:**

(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.

.

# Learning Objectives:

**OTHER ACTIVITIES:**

**Section III – Future Focus**

Please outline goals for the coming one to three years.

.

**Safety** – this is addressed in the above section highlighted in yellow.

**Section IV – Conflict of Interest Declaration**

Please declare any conflicts of interest as per Clause 15.3 the [UMFA Contract](https://umanitoba.ca/admin/human_resources/staff_relations/media/UMFA-Article-15-2017-2021.pdf) and the [University Conflict of Interest Policy](https://umanitoba.ca/admin/governance/governing_documents/community/248.html).

**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 |  |