

# 2010-2011 ANNUAL REPORT/SELF-EVALUATION FORM

## College of Journalism and Communications University of Florida

NAME:

DEPARTMENT:

Your completed annual self-evaluation is due to your department chair (or, in the case of department chairs and associate deans, to the dean) **no later than March 15, 2011**. Please provide your chair or the dean with a hard copy and an electronic copy in **Word format** of your annual self-evaluation.

**Also, please attach an up-to-date copy of your curriculum vitae to your annual report. Please note: If your CV is not in Word format, please convert to PDF before sending to your department chair.**

Please complete your annual self-evaluation, covering the time from July 1, 2010 and projected through June 30, 2011, by using the format indicated below. If a question does not apply, please leave it blank. This format parallels the structure of the Faculty Assignment Reports that you complete each semester and summer session. In addition, in the section on research/creative activities, the format follows that required for tenure and promotion packets. Other items are necessary for the self-study used for re-accreditation.

### Teaching

1. Please list your teaching assignments for Summer and Fall, 2010 and Spring 2011, **including the number of students enrolled in each class** (include internships and independent studies for which you were the instructor of record as well as thesis/dissertation committees or non-thesis committees you have chaired (indicate date of graduation for M.A./Ph.D. students, where relevant). For theses and dissertations, list students and thesis/dissertation titles/topics. For non-thesis students, list their names and the topic of the specialty examination/project. For theses, dissertations, and non-thesis chair situations: list them only for the semester(s) in which the student was specifically enrolled for these purposes). **Please also attach to your annual report copies of your student evaluations for Summer and Fall 2010.**

**Summer, 2010**

**Fall, 2010**

**Spring, 2011**

2. Publications Related to Teaching. These should be listed in reverse chronological order (Give complete bibliographic information, including page numbers.)

3. Honors/Awards received for Teaching.

4. In your annual report last year you listed goals for your teaching in 2010-11. What were those goals? What have you done in the past year to improve your teaching?
5. What other instructional activities did you engage in during the past year? (include, e.g., supervision of graduate teaching assistants; workshops, short courses or other continuing education that was part of your assigned responsibilities; guest lectures in other professors' classes. List specific lectures/classes/dates.)
6. List the names and affiliations of any guest lecturers you invited to your classes during the past year, the dates of their appearance, and the subject/area of expertise that they contributed to your students. Place an asterisk beside the name of all visitors to classes whose background or expertise helped give students greater understanding of diverse perspectives.
7. What academic advisement activities were part of your assigned responsibilities during the past year? [Include all aspects of advising, e.g. advising student organizations; membership (but not chair role) on thesis/dissertation committees, including students in other colleges; advising related to development of thesis/dissertation proposals or degree plans, etc. For theses and dissertations, list students and thesis/dissertation title/topic.]
8. What are your goals for teaching in 2011-12?

### **Research and Creative Activities**

(For co-authored work listed in this section, please provide all authors' names in the order in which they appear in the completed work. Include creative works and publications accepted in final form, although not yet published. For such works, please do not use the term "forthcoming." Use instead either accepted/in press or submitted. For other creative works and publications in progress but not yet submitted, indicate for each research/creative work the **progress** made, or the **plan** for the activity. For books in progress or planned, include the publisher's name and the date the manuscript is due to the publisher.)

9. **CREATIVE WORKS:** List exhibitions, commissioned works, and other creative works. Published critical reviews of these creative works should be included in this section. Specify juried creative works by placing a (J) at the beginning of the citation.)
10. **PATENTS AND COPYRIGHTS:** Please include date(s) with each item and give an indication of the significance of its (their) contribution to the profession.
11. **PUBLICATIONS** should be listed chronologically. (Give complete bibliographic information, including page numbers.)
  - a. Books, sole author;
  - b. Books, co-authored;
  - c. Books, edited;
  - d. Books, contributor of chapter(s);
  - e. Monographs (author, co-author);
  - f. Refereed Journal Publications;
  - g. Refereed Conference Papers and/or Refereed Conference Proceedings;
  - h. Non-refereed Publications;

- i. Bibliographies/Catalogs;
- j. Abstracts;
- k. Reviews (author, co-author);
- l. Miscellaneous.

12. LECTURES, SPEECHES OR POSTERS PRESENTED AT PROFESSIONAL CONFERENCES/MEETINGS.

13. CONTRACTS AND GRANTS FUNDED (include title of grant, source and amount of funding received):

14. GRANTS/CONTRACTS APPLIED FOR BUT NOT FUNDED/NOT YET FUNDED (include title of grant, source and amount of funding requested):

15. Awards/Honors received for Research.

16. If you completed a sabbatical or leave of any kind during the 2010-11 year, write a brief description and provide a brief summary of your activities.

17. In your annual report last year you listed goals for your research/creative activities in 2010-11. What were those goals and how well do you think you achieved them?

18. In a few sentences, please indicate as precisely as you can how your research/creative activities contribute to the body of knowledge in your field.

19. What are your goals for research/creative activities in 2011-12?

### **Professionally Related Service Activities**

(Please include dates wherever possible)

- 20. Memberships in professional associations:
- 21. Offices held or other activities in professional associations:
- 22. Professional conventions or meetings attended (note leadership positions):
- 23. Contests judged (specify international, national, state, local, etc.)
- 24. Workshop leader (specify international, national, state, local, etc.)
- 25. Moderator, Discussion leader, Panelist (specify international, national, state, local, etc.)
- 26. Speeches and Invited Presentations (specify international, national, state, local, etc.)
- 27. Article, paper reviewer
- 28. Service to the University outside normal assignments (other than those listed elsewhere):
- 29. Service to the College related to faculty development and mentoring faculty:

30. Service to the local, state, national or international community (include service to the public schools):
31. Awards/honors received for Service.
32. In your annual report last year you listed goals for your service activities in 2010-11. What were those goals and how well do you think you achieved them? What are your goals for service activities in 2011-12?

### **Governance**

33. Campus committees served on (note committees chaired and indicate approximate number of hours per semester given to each committee):  
  
University Committees:  
College Committees:  
Department Committees:
34. Department/College/University Administrative Responsibilities (list activities and total number of hours given to each activity per semester, as feasible):

### **Other**

35. Please summarize what you have done in teaching, research/creative activities, and service during the past year that contributes to:
  - a. enhancing diversity in your department, the College, the University and the profession;
  - b. enhancing internationalization in your department, the College, the University and the profession.
36. Please list the outside speakers who visited your classroom or otherwise interacted with your students. Include the positions or accomplishments of each, and note which would contribute to the students' awareness of diversity in today's global society.
37. What other accomplishments during the past year would you like to note?
38. Is there anything you would like your department chair or any other administrator of the College to do to help make your work more productive for you and more beneficial to your students?