

## Full-Time Lecturer’s

## Annual Summary of Achievements

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| Faculty:: |  | | | Date: |  |
| CSUN ID #: |  | Department: |  | | |

**The information requested on this form is to be prepared by each full‑time Lecturer and submitted to the Department Chair no later than April 28, 2014.** The purpose is to provide the lecturer with an opportunity to summarize the year's activities so that the personnel file may have a cumulative record of professional qualifications and contributions.

Copies of this form shall be placed in the lecturer's Personnel Action File.

A. Teaching Effectiveness

Teaching effectiveness refers to the competence of the instructor in classrooms, laboratories, and supervision of individual student projects, research and field work. Evaluation of teaching effectiveness shall be based upon student evaluations of teaching effectiveness and other sources of evidence of teaching effectiveness deemed appropriate by the Department. Although much of the evidence concerning teaching effectiveness will be obtained through approved Department procedures, the lecturer might provide additional evidence of efforts to improve his/her teaching competence.

1. Activities during the past year intended to maintain or improve teaching effectiveness:

B. Professional Preparation

Professional preparation is demonstrated by the possession of an appropriate terminal degree and prior relevant experience. Evaluation of professional preparation shall be based on an analysis of documented evidence of prior education and experience as deemed appropriate under Department and College Procedures.

1. Doctorate or appropriate terminal degree (list degree, when received, and from which institution; if terminal degree not completed, provide information about progress toward completion of degree):

2. Relevant Experience (cite relevant experience obtained during past year):

C. Continued Academic Growth and Contributions to the Field of Study

Contributions to the field of study include research and creative activity beyond the terminal degree, publications of scholarly work and active membership and participation in professional organizations on state, regional and national levels.

1. Researches or Equivalent Creative Activity during the Past Year:

2. Publication or Equivalent accomplishment during the Past Year:

3. Participation in Professional Organizations, Institutes, etc. during the Past Year:

D. Contributions to the University and Community

Contributions to the University include active membership on committees at the Department, College or University level, student advisement, and such other responsibilities, including community service, undertaken to advance the goals of the University.

1. Participation in faculty and student affairs at various levels (Department, College, University) during the Past Year:

2. Student Advisement and Counseling during the Past Year:

3. Community Service during the Past Year:

E. Mention any other achievements or honors received during the past year which are deemed relevant but have not been cited elsewhere: