College of Liberal Arts & Sciences – Department of Mathematics

Annual Faculty Workload Report (FWR) – Affiliate Faculty

For Calendar Year Insert Year

**Name:**  **Unit:** Mathematics

**Rank:** Affiliate Faculty or Senior Affiliate Faculty (choose) **Date:**

Please submit the completed report in electronic form (as a PDF) to Gabriella Barajas ([barajaga@gvsu.edu](mailto:barajaga@gvsu.edu)) by January 31, 5pm.

I submit the attached Faculty Workload Report for calendar year insert year to GVSU.

FACULTY SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If submitting electronically, a typed name is sufficient)

Received by Unit Head:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Effective Teaching**
   1. **Courses Taught:** List all courses taught, including section numbers. Indicate any new preparations.

Winter Semester insert year:

Spring/Summer Semester insert year:

Fall Semester insert year:

* 1. **Reflect upon your teaching over the past year by answering the following questions.**

*Your final activity report should not exceed 5 total pages (including the cover pages)*

1. Please rate your teaching over the past year:

**\_\_\_** Does not meet expectations

\_\_\_ Meets expectations

\_\_\_ Exceeds expectations

***Support your rating by answering the questions below.***

1. **Reflect on teaching:** 
   1. **Identify ways you have demonstrated effective or excellent teaching.**

*Use the teaching criteria in the document,* *[Evaluation Standards and Criteria for Affiliate Contract Renewal & Annual Review (v4), IV Appendix, Table A](http://gvsu.edu/s/2ve), to frame your discussion. Feel free to quote criteria directly.*

* 1. **Describe aspects of your teaching over the past year that you believe have been most successful in promoting student understanding and engagement** (if not addressed in 2a).
  2. **Reflect about your student evaluations. In what ways do they give insight into your strengths and potential areas of growth as a teacher?**

*As you answer this question, you might explain*, *what ways LIFT feedback gives insight into your strengths and potential areas of growth as a teacher? Link your reflection and analysis of LIFT feedback themes to the teaching evaluation criteria. If relevant, provide context to help the Merit Review Committee interpret any critical student perceptions expressed on student evaluations, either in the numerical data or in the written comments. Address trends rather than individual comments.*

* 1. **Reflect about ways you have continued to grow as a teacher this past year (if not already addressed in 2a-c).**

*To reflect you might, discuss one or more changes you’ve made to your teaching over the past year: why did you make the change, describe what happened, and how it impacted teaching/learning. Also, indicate whether these changes addressed any legitimate student concerns raised in student evaluations or any concerns raised about your teaching in previous contract renewal or merit evaluations.*

1. **(Optional): Is there any additional information you would like to share to support your rating in #1?**

*In sharing additional information, connect your rationale to the teaching and other relevant evaluation criteria. Affiliate faculty members are responsible for making the case for an exemplary rating by explaining what accomplishment satisfies the criteria for an exemplary rating (see Section III.A of the* [*Evaluation Standards and Criteria for Affiliate Contract Renewal & Annual Review (v4)*](http://gvsu.edu/s/2ve) *document).*

1. **Professional Development**

List/describe your professional development activities this past calendar year. See [Evaluation Standards and Criteria for Affiliate Contract Renewal & Annual Review (v4), IV, Appendix, Table B, p.7](http://gvsu.edu/s/2ve)) Discuss ways in which these professional development activities have impacted your professional growth and/or teaching.

1. Service (only fill out if applicable)

List any service activities that you have been engaged in over the past year. Briefly describe the work you accomplished and/or your role within these service activities. Also, indicate, if applicable, any reduction in the standard Mathematics Affiliate teaching load (see [Evaluation document, II.B](http://gvsu.edu/s/2ve)) you received as compensation for any service activities*.*