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The purpose of this Annual Activity and Professional Development Report is to help enhance the faculty member's professional growth, development, and vitality, and successfully fulfill the requirements of their position in the Western Kentucky University English Department. It is not a contract but a guide for identifying and managing professional growth opportunities. The report will be used to establish priorities and expectations and to provide a holistic basis for annual faculty evaluations. It is understood that some development activities will require more than one year and may be included in several annual reports until completion. The report is due July 15, 2024. During the months of August and September, faculty members will meet individually with the department head to review and discuss the report and make any adjustments to the goals and objectives outlined below. These meetings will be prefatory to submission of the annual workload distribution agreement for AY 25-26.

Please complete this form and attach/include one updated, dated vita as a separate Word or PDF file. On the vita, highlight in yellow any publications/creative activities, service work, and professional development that were new or continuing for this academic year—details described below for each category.

Teaching/Instructional Activities

On your **VITA**, please highlight in yellow any new courses taught in AY 23-24.

Indicate below the number of any undergraduate and graduate students mentored in AY 23-24 and comment on related activities. These may include **formal** mentorship (e.g. directing a FUSE project, thesis, etc.) or **informal** mentorship (e.g. on independent student projects).

In 500 words **or less**, please reflect on your particular strengths in teaching during AY 23-24, as well as how you would like to focus energy on continuing to improve or develop your pedagogy, and respond to student ratings (current year and trends) as well as other evaluations of your teaching (e.g., peer, department head, alumni, other). While reflection on student feedback is one element of annual self-evaluations, it is also helpful to include reflection on specific teaching practices, how these reflect goals instructors set for themselves, and what the outcomes were. Given the vagaries of student ratings, especially when response rates are low, this provides broader context for annual evaluation. Address any issues/concerns that may have been raised in last year's evaluation. Please also reflect on progress toward meeting the primary long-term goals for teaching identified in your AY 22-23 report (if you are new to the department, please outline 2-3 goals for teaching over the next 3-5 years, including efforts to improve and/or foster [diversity](#), [equity](#), and [inclusion](#)).

Please list the specific actions for AY 24-25 that will help you progress towards the pedagogical goals discussed above (may be revised after discussion at check-in meeting with department head):

- 1.

Scholarly /Creative Activity

On your VITA, please **highlight in yellow** any publications/creative activities that were new or continuing for this academic year in these areas:

- **Scholarly or Artistic/Creative Publications**—Provide complete citation information, whether peer-reviewed/refereed, and if any WKU student coauthored).
- **Artistic and Professional Performances and Exhibits**—List creative accomplishment, type of work, sponsor/location, list of performers/ exhibitors/ lecturers, whether academic/non-academic and/or peer-reviewed/refereed, and any WKU student participation.
- **Scholarly Presentations**—Provide citation information, whether refereed, and if WKU student(s) coauthored.
- **Contracts/Grants/Sponsored Research** –Indicate for each the project title, project type, additional investigators, sponsoring agent, agency funds requested, proposed project start and end dates, proposal status (submitted, funded, not funded), and amount awarded (if applicable).
- **Awards and Honors**—Indicate for each the award or honor name, organization/sponsor, purpose, and scope (e.g., local, state, regional, national, international).
- **Consulting (if applicable)**—Indicate for each the client/organization, approximate hours spent, and whether the consulting was compensated.

In 300 words **or less**, please provide overviews of 1) the significance of your scholarly/creative accomplishments for AY 23-24, e.g. context of publication venue, etc.; and 2) the works/activities in progress and the status of the work (e.g., drafting, under review). Address any issues/concerns that were raised in last year's evaluation. Please also reflect on progress toward meeting the primary long-term goals for scholarly/creative activity identified in your AY 22-23 report (if you are new to the department, please outline 2-3 goals over the next 3-5 years).

Please list the specific actions for completion for AY 24-25 that will help you progress towards the scholarly/creative goals discussed above (may be revised after discussion at check-in meeting with department head):

1.

Service

On your VITA, please **highlight in yellow any** service activities that were new or continuing for this academic year in these areas (activities listed under Service should be distinct from activities completed as part of release time for specific activities such as advising, etc.—see next section).

- **Department/College/University**—List activities and your position/role.
- **Professional Service—Discipline Related**—Include your positions/roles.
- **Public Service –Non-Discipline Related**—Include your positions/roles.
- **Media Contributions/Community & Public Engagement**—Include titles, dates, locations of activities.

In 300 words **or less**, please summarize the nature and scope of your service activities during AY 23-24, noting specific outcomes for each activity. Address any issues/concerns that were raised in last year's evaluation. Please also reflect on progress toward meeting the primary long-term goals for service identified in your AY 22-23 report (if you are new to the department, please outline 2-3 goals over the next 3-5 years).

Please list the specific actions for completion for AY 24-25 that will help you progress towards the service goals discussed above (may be revised after discussion at check-in meeting with department head):

- 1.

Additional Course Release/Stipend Activities (as relevant)

In 300 words or less, please outline your duties and reflect on progress toward meeting the primary long-term goals for duties for which you received a course release or stipend in AY 23-24, as identified in your AY 22-23 report (if you are new to the department, please outline 2-3 goals over the next 3-5 years). Note: This section applies only to those who received an additional course release for administrative/service roles, exclusive of the standard course releases for a given position type.

Please list the specific actions for completion for AY 24-25 that will help you progress towards the goals discussed above (may be revised after discussion at check-in meeting with department head):

- 1.