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 **Date:**

Please submit the completed report in electronic form (as a PDF) to Ana VanBragt ([vanbraga@gvsu.edu](mailto:vanbraga@gvsu.edu)) by NOON on Friday prior to Spring Break.

I submit the attached 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. In what ways have you demonstrated characteristics of effective or excellent teaching? (see [“Evaluation Standards and Criteria for Affiliate Contract Renewal & Annual Review”](http://gvsu.edu/s/1TU) ([Section IV, Appendix](http://gvsu.edu/s/1TU)*)*
2. If not addressed in #2, describe aspects of your teaching over the past year that you believe have been most successful in promoting student understanding and engagement. *Please provide evidence/examples to describe specific ways you’ve been successful.*
3. Analyze/Reflect over your student LIFT feedback noting any themes and areas of strength or improvement. *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.*
4. Reflect about ways you continue to grow as a teacher this past year (if not already addressed in #2-4. *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 or not 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.*
5. (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.*
6. **Professional Development**

List/describe your professional development activities this past calendar year. *Discuss ways in which these professional development activities have impacted your professional growth and/or teaching.*

1. **Service**

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* s*tandard Mathematics Affiliate teaching load (27 –28 credit hours per academic year) you received as compensation for any service activities.*