**CML Department Personnel Form (Spring 2024)**

**Period under Review: 2021-2023**

|  |
| --- |
| **Name**: |
| **Date:**  |

## **AWP PERCENTAGES FOR PERIOD UNDER REVIEW**

Refer to the guidelines from the Department Personnel Committee for specific instructions on completing this section."

**IMPORTANT: \*\*\*** *If you took medical or personal leave or if your AWP indicated a workload of less than 100% at any point from 2020 to 2023, kindly refrain from completing this section.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | % Teaching | % Research and Creative Activity | % Service | Total of three columns |
| 2020-2021 |  |  |  | 50% |
| 2021-2022 |  |  |  | 100% |
| 2022-2023 |  |  |  | 100% |
| 2023-2024 |  |  |  | 50% |
| AVERAGE |  |  |  | 100% |

Were you on sabbatical during the period under review? yes ☐ no ☐

If yes, which semester(s):

## **PRELIMINARY INSTRUCTIONS**

1. **Report all activities occurring within the review period (2021, 2022, and 2023).** (Faculty who underwent a review last year should extract information from the 2021 and 2022 sections of last year's personnel form and paste it here. **Exclude any activities from 2020.**)
2. Utilize the NOTES sections below each activity category to elucidate any exceptional circumstances. This includes significant variations between your AWPs and actual activities or circumstances that qualify you for recognition under our merit system.

**TEACHING**

## **List of courses taught.**

**Please utilize the Student Evaluation Summary (SES) form to record all courses taught within the review period. (You will upload the completed Student Evaluation Summary form as a separate document to Interfolio.)**

 **Student supervision or course coordination**

| **TYPE** | **TOTAL** | **IN CML** | **IN OTHER DEPTS** |
| --- | --- | --- | --- |
| # of independent studies supervised |  |  |  |
| # of courses taught by conference |  |  |  |
| # of classes coordinated |  |  |  |
| # of honors thesis committees |  |  |  |
| # of M.A. thesis committees  |  |  |  |
| # of dissertation committees  |  |  |  |

## **NOTES ON TEACHING (OPTIONAL)**

|  |
| --- |
| **Use this space to explain any teaching-related circumstances relevant to your case. (e.g., actions qualifying you as exceptional under our merit system). PLEASE USE BULLET POINTS AND BE CONCISE. If addressing the impact of 2020-2021 events on your teaching, kindly do so in an (optional) 2020, 2021, 2022, or 2021-2023 impact statement.** |

**RESEARCH AND CREATIVE ACTIVITY**

## **Publications**

### Published

|  |
| --- |
| **Book length**  |
| **Article length** (Please provide the full bibliographic citation. Also specify the type of publication [i.e., journal article, book chapter, review essay, pamphlet, published lecture, etc.]). |
| **Other** |

### In press

|  |
| --- |
| Book-length (Please provide the full bibliographic citation. Also specify the type of publication [i.e., monograph, scholarly edition, edited collection, etc.]). |
| **Article length** (Please provide the full bibliographic citation. Also specify the type of publication [i.e., journal article, book chapter, review essay, pamphlet, published lecture, etc.]). |
| **Other** |

### Under submission

|  |
| --- |
| **Book-length** (Please provide the full bibliographic citation. Also indicate the type of publication [i.e. monograph, scholarly edition, edited collection, etc.]). |
| **Article length** (Please provide the full bibliographic citation. Please also indicate the type of publication [i.e. journal article, book chapter, review essay, pamphlets, published lecture, etc.]). |
| **Other** |

### In progress

|  |
| --- |
|  |

## **Lectures, public readings, and papers presented at scholarly meetings**

|  |
| --- |
| Please indicate with an asterisk (\*) any that you presented by invitation. |

## **NOTES ON RESEARCH AND CREATIVE ACTIVITY (OPTIONAL)**

|  |
| --- |
| **Use this space to explain any research and creative activity-related circumstances relevant to your case. (e.g., actions qualifying you as exceptional under our merit system). PLEASE USE BULLET POINTS AND BE CONCISE.** |

**SERVICE**

|  |
| --- |
| **Department**  |
| **College** |
| **University** |
| **Community** |
| **Profession** |
| **Advising** |
| **Book Reviews** |
| **Other** |

## **NOTES ON SERVICE (OPTIONAL)**

|  |
| --- |
| **Use this space to explain any service-related circumstances relevant to your case. (e.g., actions qualifying you as exceptional under our merit system). PLEASE USE BULLET POINTS AND BE CONCISE.** |

**GRANTS/AWARDS**

 Condense the details from your CV and specify whether each grant or award was funded.

|  |
| --- |
| **U of L** (do not include internal departmental funding such as MLF) |
| **Extramural** |