

FELLOWS ANNUAL REPORT

The various parts of an annual report are used for various purposes. Please, therefore, **BEGIN EACH NUMBERED SECTION ON A NEW PAGE**. Some sections simply may not be applicable in your case; if so, please feel free to skip them.

Submit hard copy of the Annual Report and supporting materials to Provost Burrows and an electronic copy (in separate files if necessary) to your folder on the network: when logged into the network on campus, click My Computer → campus share on curtis (U:) → Fellows Program → For Fellows → your personal folder → annual report

- 1) **VITA:** Provide an up-to-date vita. Please annotate your vita to distinguish activities that have occurred at Lawrence or, at least in part, as a result of your appointment as a Lawrence Fellow (e.g., articles or performances you produced, courses you taught).
- 2) **COURSES:** List all courses you taught in the preceding academic year and indicate any teaching activities that were not formally listed as courses. Be sure to include: (a) a list of the formal courses you offered; (b) a list of tutorials and independent studies, with titles and names of the students involved in each; (c) a list of student projects, with titles and names of the students involved, that you supervised but were not formally listed as courses; (d) information about any other teaching activities (e.g., informal mentoring of student projects). Please include your syllabus for each course as part of this report.
- 3) **SERVICE AND CONTRIBUTION TO INTELLECTUAL LIFE OF CAMPUS:** List your service to the campus (e.g., student organizations) and to off-campus communities (e.g., professional organizations), during the preceding academic year. Contributions to the Lawrence community include any activities that enhance intellectual life on campus (e.g., presentations or productions, informal study or discussion groups).
- 4) **ADVISING:** Provide a short narrative statement and list of activities related to advising of students about graduate schools, internships, research opportunities, and careers. Please include: (a) a list of any formal advising activities (e.g., participation in a department-sponsored graduate school forum, formal presentations to students about graduate school, research, internships, or career opportunities); (b) a list of students for whom you have given (written or oral) recommendations to graduate programs, for internships or summer research opportunities, etc. – specifying the program they were recommended for; (c) a list of students for whom you have brokered informal contacts that might lead to further opportunities (e.g., students you have put in contact with graduate school faculty, etc.) along with a brief explanation.
- 5) **PROFESSIONAL ACCOMPLISHMENTS:** Describe your significant professional work and document all scholarly/artistic achievements during the preceding academic year. Be sure to include: (a) a brief statement of your current scholarly/artistic pursuits and interests; (b) a list of all grants, honors, prizes, awards, and other distinctions you received and for which you have applied or been nominated during the preceding academic year (among those for which you have applied or been nominated, please indicate which have been decided and which are still pending); (c) a list of the scholarly/artistic achievements (publications, performances, recordings, conference presentations, etc.) of the past academic year. In each case, please provide full documentation. ***When it is possible to do so, please include a copy***

of what you have produced (e.g., reprints, recordings, etc.) with this report. Be sure to note when professional activities were done in collaboration with Lawrence students and/or faculty. *Please note that the lists for (b) and (c) above will make it possible for the University to identify those accomplishments that deserve to be widely known. Though the information will also appear on the c.v., it will be these two separate lists from which the material included in the annual President's Report will be culled.*

- 6) **COLLABORATIONS WITH STUDENTS AND/OR FACULTY:** Provide narrative descriptions of any scholarly or artistic collaborations with Lawrence students and/or faculty. Briefly explain the nature of the collaboration, the extent of involvement by Lawrence students and/or faculty, and any outcomes or expected outcomes (e.g., publications, presentations, or performances). In a brief narrative, give your impressions the impact these collaborations have had on the people involved.
- 7) **ACADEMIC CONNECTIONS FOR LAWRENCE:** Describe anything you have done to develop or lay the groundwork for connections between Lawrence students/faculty and other academic institutions or programs. These may range from scholarly or artistic collaborations you have helped to forge (e.g., between Lawrence faculty/students and the graduate program you attended) to informal connections you have helped to establish (e.g., putting Lawrence faculty and students in contact with colleagues elsewhere who have shared interests).
- 8) **TRANSFER OF IDEAS, TECHNIQUES, AND TECHNOLOGY:** Describe any transfer of techniques, technology, or knowledge to Lawrence constituencies for which you are (at least in part) responsible. These might include specific laboratory or performance techniques you have taught to Lawrence faculty or students (informally or in classes, workshops, collaborations). Other possibilities include equipment you have brought to Lawrence or helped to set up, software you have shown others how to use, artifacts you have enabled people at Lawrence to use or encounter, content areas you covered in courses that had not previously been covered at Lawrence.
- 9) **SELF-EVALUATION OF PROGRESS TOWARD TEACHING AND SCHOLARLY GOALS:** If you have not already done so, please complete a teaching evaluation form for your Term III class, sending a copy with this report. Additionally, please go back to the Self-Assessment and Goals Form you completed at the beginning of the academic year. Consider each numbered goal you specified for teaching and for scholarship. In this annual report, please include for each of those numbered goals: (a) *a rating on a 1 (not at all) to 5 (excellent) scale of your progress toward each goal* and (b) *a narrative evaluation regarding progress toward each goal that expands upon the rating, addresses the reasons why you think you did or did not make progress, and indicates what might help you to make progress on this goal in the future* (including ways in which the University might help).
- 10) **FELLOWS PROGRAM EVALUATION:** Finally, please evaluate the strengths and weaknesses of the Fellows program, particularly those aspects aimed at your development. What was particularly useful and what was not? What might be changed to improve the program? Please rate the program overall on a 1 (poor) to 5 (excellent) scale.