**Annual Report: Academic Teaching Staff (ATS) Instructor – Faculty of Arts**

## A staff member is required to submit a report summarizing the staff member's academic activities during the year; see *Schedule D (Academic Teaching Staff) Article D6 (Evaluation)* in the AASUA Collective Agreement(July 1 2018 – June 30 2020). The information submitted will be used in the evaluation of the performance of the staff member, in accordance with this Article.

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| Name: [Last Name], [First Name]Department: MusicPeriod: July 1 2018 – June 30 2019Courses and/or Students Taught: |    |
| ***Fall Term*** *(September – December)* | ***Winter Term*** *(January – April)* |
|       |       |
|       |       |
|       |       |
| ***Spring Term*** *(May – June)* | ***Summer Term*** *(July – August)* |
|       |       |
|       |       |
|       |       |

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| TEACHING DEVELOPMENT *(Course or lab materials, innovative teaching and learning practices, etc.)* |
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| OTHER RELEVANT ACTIVITIES *(Optional; may include information on performance or research activities related to your teaching)* |
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| ADDITIONAL COMMENTS *(Optional; may include* *questions or concerns, information on student success, ideas for recruitment, etc.)* |
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| *Employee’s Signature:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *Date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*(To be completed by Department Chair)*

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| PERFORMANCE WAS: |
| [ ]  Exemplary [ ]  Satisfactory [ ]  Unsatisfactory |

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| CHAIR’S COMMENTS: |
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| --- | --- |
| *Chair’s Signature:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *Date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| DEAN’S COMMENTS *(optional)*: |
|       |

[ ]  Original to Dean [ ]  Copy to Chair [ ]  Copy to Staff Member

The personal information on this form is collected under the authority of the Section 33c of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of purpose of assessing performance. For further information, please contact the FOIPP Liaison Officer for the Faculty of Science, CW223 Biological Sciences Building, University of Alberta, T6G 2E9. Phone: (780) 492 4758 Fax: (780) 492 7033.