**APPENDIX A:**

**Contract Academic Staff Annual Activity Report (CASAAR)**

(To be submitted to the Department Chair/Director or equivalent by February 1st of each Year)

*Please type or PRINT*

I General Information:

Name:

Department:

Course Taught:

For preceding 12 months: to

Please complete the following, as appropriate to the Member:

II Teaching Activities:

* + - * 1. Comment on any teaching/demonstrations, organizing and structuring of classroom, any innovative or particularly successful teaching methods employed during the year.
				2. Attach information regarding Senate-approved Course/Instructor evaluations (by students or other). *This is mandatory information.*
				3. Other evidence of satisfactory teaching:

III Research/Scholarship and/or Service Activities (where applicable):

IV Personal Statement (Optional) — May include extent of contributions and outcome community service and/or administration that is relevant to teaching. May include remarks about any professional activities and/or development.

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UWFA-CAS Member Date

**For Members to retain the Right of First Refusal, the following information is required to be submitted with this Activity Report:**

|  |  |  |
| --- | --- | --- |
| **Course Name** | **Course Number** | **Teaching Availability for next Activity Report Period** |
|  |  |  |
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