**FORM 3**

University of Winnipeg Annual Activity Report

**To be completed by UWFA Member pursuant to Clauses 15.01 – 15.04.**

(To be submitted to the Chair/Director of the Department by October 1 of each year)

**A. General Information:**

Date:

Name:

Department:

Rank as of July 1:

Academic Year in Review: September 1/ to August 31/

**B. Please complete the following, as appropriate:**

1. Teaching activities (pursuant to Clause 15.01 including, but not necessarily limited to, those defined in Clause 27.13(1)(b)\*.

i) Courses Taught

- List courses taught as part of regular load, above load, and for stipend.

- Indicate academic term and enrolment.-

- If you did not teach the normal load (as defined by the University of Winnipeg Workload Policy), indicate why not.

1. Student Training

- supervision of Honours/Graduate students

- training of Research Assistants, markers, lab demonstrators

1. Comment on any teaching/demonstrations, new course preparations, organizing and structuring of classroom and/or laboratory activities, rewriting and updating laboratory manuals, development of new laboratory experiments, improvement of present experiments, any innovative or particularly successful teaching methods employed during the year. Other information regarding teaching performance pursuant to Clause 27.13(1)(b) should also be included.

iv) Workshops, Special Training

v) In the event that no teaching/professional activity was assigned during one or more term(s) of the academic year included in this report, account for any academic/professional activity pursued during that period.

*\*Pursuant to a Letter of Understanding between the University and the UWFA, effective September 7, 2022, Members are no longer required to submit the results of the Senate-approved student course evaluations (SETs). Members may choose to include the SETs results at their own discretion and there shall be no adverse inference drawn should a Member choose not to submit the SETs results.*

**2. Research and Scholarly Activities (pursuant to Clause 15.03)**:

i) List of Publications (including graduate thesis if applicable)

- give full bibliographical citation or verification of acceptance

- indicate co-authors and whether refereed or not

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ii) Activities at Meetings of Professional Societies

* papers presented, sessions organized, sessions chaired, service as discussant (indicate nature of meetings, place and date)

iii) Research Grants/Contracts Awarded, include:

- name of granting body, research title, amount and date of award

- indicate if principal investigator (list co-investigators) or co-investigator

1. Scholarship in Progress, including graduate studies in progress:

- focus (brief description of project)

- indicate if sole investigator or co-investigator

* stage of development

v) Academic Honours and Awards

vi) Other Scholarly Activities

- include reviewing manuscripts and grant applications

**3. Service Activities (pursuant to Clause 15.03(3)):**

1. Administrative Work at the University of Winnipeg

* List membership on committees, level of committee (e.g. Senate, Department, UWFA,) and level of involvement (e.g. chair)

- Other Administrative Work

- if Department Chair, include responsibilities defined in, but not necessarily limited to, Clause 22.10.

ii) Community Service Activities:

- List any service external to the University that is related to your professional duties.

C. On a separate page, briefly outline how your annual activities are related to your long-range career goals and objectives.

D. Personal Statement (optional):

\_\_\_\_\_\_\_\_\_\_\_ Signature of UWFA Member

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Revised April 2024)