

**Grambling State University
Grambling, Louisiana**

**INDIVIDUAL FACULTY MEMBER'S ANNUAL REPORT
(Copies to be prepared for the Faculty Member, Head of Department, and Dean of College)**

Name _____ Title _____

Unit _____ Academic Year _____

This report is intended to provide an opportunity for the individual to make suggestions regarding his/her work and to record, for the period covered, his/her activities that seem to him/her most significant. It will be preserved as part of his/her permanent personnel record and will be used by his/her department head as one of the bases for completion on his/her Evaluation Record for Faculty. Additionally, it will be used to generate institutional research information and reports relative to faculty activities and accomplishments. (Quantify data when possible, specify time involved in hours and/or minutes, attach documentation, and transfer data to GPEF [Version '93]). **Note: Report only your participation in a team effort. Do not report (1) teaching laboratory service or production, (2) research, or (3) service covered contractually in area below as extra if this is your assigned duty.**

- A. WHAT WERE YOUR MOST SIGNIFICANT ACTIVITIES (CONTRIBUTIONS) OF SERVICE TO GSU DURING THE REPORT PERIOD? USE SUPPLEMENTAL SHEETS AND REPORT ON THE FOLLOWING POINTS IN THE ORDER LISTED, OMITTING ANY THAT DO NOT APPLY:
1. Relations to students and student activities
 2. Research projects undertaken and research projects completed in the period covered by this report
 3. Productive and creative activities (these may include reorganization of old courses, development of new syllabi, new research techniques not otherwise published, etc.)
 4. Professional activities and responsibilities outside the university
 5. Community and public relations
 6. Honors and distinctions received during the period covered by this report
 7. Administrative and committee assignments and activities (department, college, and university)
 8. Activities relating to teaching (not included in No. 3)
 9. Activities relating to research (not included in No. 3)
 10. Activities relating to extension (not included in No. 3)
 11. List of publications (not included in any previous individual Faculty Member's Annual Report)
 12. Others
- B. WHAT DO YOU REGARD AS THE GREATEST HANDICAPS OR OBSTACLES TO YOUR EFFECTIVENESS AND SERVICE? (USE SUPPLEMENTAL PAGE IF NEEDED.)
- C. WHAT NEW (OR CHANGES IN) OPPORTUNITIES FOR SERVICE OR DEVELOPMENT DO YOU DESIRE THE UNIVERSITY TO PROVIDE FOR YOU? (USE SUPPLEMENTAL PAGE IF NEEDED.)

Signed: _____

Date: _____