**APPENDIX C – TEACHING ASSIGNMENT AND FACULTY PROFESSIONAL ACTIVITIES REPORT**

| **SECTION 1** (To be completed by the Dean prior to commencement of the Academic Year, normally before June 1) | | | | |
| --- | --- | --- | --- | --- |
| Name of Faculty Member: | |  | For the year commencing: Sep 1, |  |
| Teaching as assigned by the Dean:   1. Teaching assignment:  |  |  |  |  | | --- | --- | --- | --- | | Course | # Credits | Course Cap | Anticipated Enrollment | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |  1. Teaching release (if any):  |  |  | | --- | --- | | # Credits | Reason | |  |  | | | | | |
| Date Submitted by Dean: |  | | | |

**APPENDIX C – TEACHING ASSIGNMENT AND FACULTY PROFESSIONAL ACTIVITIES REPORT**

| **SECTION 2 (**To be completed by the faculty member prior to the commencement of the Academic Year, normally no later than June 30.) |
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| 1. Teaching History (for previous three (3) years as provided by Dean’s Office and verified as correct or amended by the Faculty Member):  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Course | | Was Syllabus provided to Dean’s Office? | | | | Was Course Evaluation Completed? | | | | Yes | | No | | Yes | | No | | For the Period Sep/ to Aug/ : | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | For the Period Sep/ to Aug/ : | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | For the Period Sep/ to Aug/ : | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | Other teaching duties (if any):  Include all teaching outside regular loading regardless of type, e.g. Overload, Spring/Summer, tutorial, directed study, distance, off-campus/in-community, or for an institution other than CBU. | | | | | | | | | | Course | Date Assigned | | Was Syllabus provided to Dean’s Office? | | | | Was Course Evaluation Completed? | | | Yes | | No | | Yes | No | | For the Period Sep/ to Aug/ : |  | |  | |  | |  |  | |  |  | |  | |  | |  |  | |  |  | |  | |  | |  |  | | For the Period Sep/ to Aug/ : |  | |  | |  | |  |  | |  |  | |  | |  | |  |  | |  |  | |  | |  | |  |  | | For the Period Sep/ to Aug/ : |  | |  | |  | |  |  | |  |  | |  | |  | |  |  | |  |  | |  | |  | |  |  |   ***Section b. Research Activities in separate file*** |

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| **SECTION 2 (**To be completed by the faculty member prior to the commencement of the Academic Year, normally no later than June 30.) | | | |
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| 1. Service (as outlined under Article 33.10):  |  | | --- | | List service activities in professional organizations, editorial boards, grant applications, assessment, expert panel, etc.: | | List service activities within the institution (CBU) and locally (Cape Breton): | | | | |
| Submitted by: |  | Date: |  |
| **SECTION 3** (Further follow-up/discussion between Dean and Faculty Member if needed. | | | |
| Date of Discussion: | | | |
| Topics discussed: | | | |
| Suggestions or requests following discussion: | | | |