**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:

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| --- | --- | --- | --- |
| Course | # Credits | Course Cap | Anticipated Enrollment |
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1. Teaching release (if any):

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| --- | --- |
| # 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/ :  |  |  |  |  |
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| For the Period Sep/ to Aug/ : |  |  |  |  |
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| For the Period Sep/ to Aug/ : |  |  |  |  |
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| 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/ : |  |  |  |  |  |
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| For the Period Sep/ to Aug/ : |  |  |  |  |  |
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| For the Period Sep/ to Aug/ : |  |  |  |  |  |
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***Section b. Research Activities in separate file*** |

**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.) |
| --- |
| 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: |