

**SMITH COLLEGE
FACULTY RECORD SHEET
JULY 1, 2010 – JUNE 30, 2011**

The information provided by you on this form will constitute the college's permanent record of your activities during the 2010-2011 academic year and will provide a basis for merit salary recommendations. Completed forms are to be returned to the Office of the Provost and Dean of the Faculty no later than **September 15, 2011**. A copy of the completed form will be sent to your department chair or program director. To be sure that all information is listed in the appropriate place, please review the form before beginning to complete it. Use the "tab" and arrow keys to navigate through the fields. Thank you.

Please return an updated CV with your Faculty Record Sheet

Name:

Rank (2010-2011):

Department or Program:

TEACHING

1. Courses

List all courses you have taught in 2010-2011. Under type, note whether the course was a lecture, seminar, laboratory, etc. If a course was team taught, list your co-teacher(s). Indicate semesters of sabbatical leave or leave without pay.

	Course	Type	Co-Teacher(s)	Enrollment
Fall 2010				
Interterm 2011				
Spring 2011				

Special Studies Directed

Title	# of Students	Semester

2. Student Research

Student Research with Faculty

Click on "select one" to select one of the following: STRIDE Students, Summer Research Students, Academic Year Student Research Assistants, or Other.

Type	Title	# of Students
[select one]		
[select one]		
[select one]		
[select one]		
[select one]		
[select one]		
[select one]		
[select one]		

Theses, Performances, and Presentations

Click on "select one" to select one of the following: Honors Thesis, Smith Masters Thesis, Non-Smith Masters Thesis, Ph.D. Dissertation, Student Performance/Presentation, or Other.

Click on "select d/e" to select one of the following: directed or evaluated (but not directed)

Type	Title	Semester	Directed/ Evaluated
[select one]			[select d/e]
[select one]			[select d/e]
[select one]			[select d/e]
[select one]			[select d/e]
[select one]			[select d/e]
[select one]			[select d/e]
[select one]			[select d/e]
[select one]			[select d/e]

3. Advising and Mentoring

Number of Major Advisees	
Number of Pre-major Advisees	
Number of Minor Advisees	
Other:	

Describe other work you do with students or student groups, such as mentoring, informal advising, tutoring, etc.

4. Teaching and Curriculum Development

- a. Did you develop and teach a new course or substantially change an existing course? Did you generate new materials for or incorporate new technology into a course (such as translations, laboratories, web content, PowerPoint, computer simulations, etc.)? Please describe. Did you receive any funding for course development or revision?
- b. Describe your participation in colloquia, workshops, seminars, or other events related to teaching and curriculum development.
- c. Please list any additional information about your teaching or advising, etc. in 2010-2011 that you wish to have included in the college's record of your work.

SCHOLARSHIP AND PROFESSIONAL ACTIVITIES

(For works published, performed or exhibited between July 1, 2010 and June 30, 2011)

1. Publications, Performances, and Exhibitions

Please list here *only* those works, performances, and exhibitions which were published or took place between July 1, 2010 and June 30, 2011. Works in press or planned or in progress should be entered in section 3 below. If the publication includes student co-authors, please indicate. Please do not abbreviate.

Type: article, book, contribution to a book, translation, edited work, play, review, recording, reading, concert, recital, reprints of earlier publications, etc.

Role: senior author, co-author, junior author, director, soloist, performer, conductor, composer, choreographer, playwright, exhibitor, etc.

Description: Publication: exact title of work, name(s) of co-author(s) (indicate if a student), name(s) of editor(s), journal name and volume number, publication date, page numbers, publisher, indicate if refereed, funding source
Performance or exhibition: exact title, composer, co-performers, location, date, funding source

Please do not abbreviate

Type	Role	Description

2. Other Professional Activities

Type: scholarly lecture, panel discussion, editorial work, consulting, learned society service, peer reviewing, attendance at professional meetings, etc.

Role: specify your contribution

Description: title or subject, organization, location, dates, funding source, student co-author(s), or other relevant information

Type	Role	Description

3. Works in Progress or in Press

Type	Description	Completion Date

4. Grants and Fellowships: Applications Submitted and Funds Received

Role: principal investigator, co-investigator, recipient, director, participant, researcher, etc.

Description: title of project, purpose of funding, etc.

Source/Amount: if funded, give inclusive dates

Please do not abbreviate

Role	Description	Source/Amount

5. Additional Activities

Please list any additional educational, professional, or other activities not requested elsewhere that you wish to have included in the college's record of your work.

ADMINISTRATIVE ACTIVITIES, COMMITTEE WORK, AND OTHER SERVICE TO THE COLLEGE
(For work between July 1, 2010 and June 30, 2011)

1. **Administrative and Committee Service for Departments or Programs, including the mentoring of untenured faculty**

2. **Administrative and Committee Service for the College or the Five Colleges**

3. **Other College Service (Admission, Alumnae, and Development Activities such as Pre-College Day, Alumnae Symposia, Lectures to Alumnae Clubs, etc.)**