INSTRUCTIONAL ACTIVITIES

- A link to review your course enrollments for the Fall 2021 and Spring 2022 terms, as recorded by the Office of the University Registrar, will be provided for you as you complete the report in Workday, and you may add comments about your course information.
- Discuss/list any new courses that were proposed this year.
- Discuss your choices of pedagogical techniques, methods and content in your current courses.
- Describe your ongoing work on teaching development (such as workshops on pedagogy taken or led or other efforts to learn about/improve/teach about pedagogy), including progress made since the last activity report and goals for the coming year.
- Describe your involvement in the direction of theses, dissertations, and other student research projects outside of traditional courses (undergraduate and graduate).
- Provide the numbers of assigned advisees (undergraduate and graduate), with whom you meet regularly, in the space provided below.
- Discuss supervision of teaching fellows or assistants, and comment on other relevant interactions with students outside the classroom (e.g., UDR-sponsored programs).
- List the times and days of your scheduled office hours.

DIVERSITY, EQUITY AND INCLUSION ACTIVITIES

- Discuss efforts you have made to promote Diversity, Equity and Inclusion in your teaching, advising, and mentoring, including informal mentoring of certain groups of students.
- Discuss the ways you have been involved in building an inclusive community, or other DEI initiatives and efforts in which you have taken a leadership role in your department/program, school or the university.
- List three or more DEI related activities that you have participated in during the academic year such as attending seminars, trainings, workshops, or other DEI-related events or programs.

SCHOLARSHIP

- Report on Scholarship published, performed, exhibited, etc. during the reporting period. List (or cut and paste) complete citations in the format of your choice, including:
  - Scholarly Works, such as books, articles, contributed chapters, book reviews, etc.
  - Artistic/Creative Works, such as solo exhibitions, collaborative projects, group exhibitions, commissions, collections, music/dance/theater performances, music compositions, etc.
• **Public Scholarship and Engagement** (Newspaper editorials, columns for The Conversation, media appearances/consultations, Congressional testimony; think tank policy reports and papers; expert testimony, etc.)

- List any other Scholarship not covered above.
- Describe your ongoing work and progress made since the last activity report, including goals and forthcoming scholarship for the coming year.

**SERVICE AND LEADERSHIP TO THE UNIVERSITY**

- Discuss Leadership roles you have taken on this year, both formal and informal at Brandeis. *For example, chairing a program committee or search committee.*
- List the Committees on which you are serving this year. Please include your role and the name of each committee.
- Discuss the ways (formal and informal), other than service on committees, that you serve your Department/Program, School, or the University. *For example, speaking at Admitted Students Day.*
- Use this space to talk about or list any other University Service not covered above.

**PROFESSIONAL ACTIVITIES, SERVICE, AND LEADERSHIP OUTSIDE THE UNIVERSITY**

- List leadership positions (such as head of your scholarly organization) held outside of the university.
- List professional activities (delegate, invited presenter, organizer, moderator, etc. at academic conferences, lectures, speeches and presentations) given outside the university during the reporting period.
- List editorial work, reviews of publications, and membership on selection committees for national fellowship and grant programs undertaken during the reporting period.
- List society memberships held during the reporting period.
- Use this space to discuss or list any other Activities, Service to the Community or Service to the Profession, not covered above.

**AWARDS, HONORS AND FELLOWSHIPS**

- List Honors and Awards received during the reporting period. *Include the date received (MM/YYYY), title of the Honor/Award, and the awarding body for each.*
List Fellowships awarded during this period. Include the date awarded (MM/YYYY), title of the Fellowship, and the awarding body for each.

List external awards for which you could be nominated.

GRANTS

A link to review your grant proposals and grant awards as recorded by the Office of Research Administration, will be provided for you as you complete the report in Workday, and you may add comments about your grant information.

List any other external grant proposals submitted or awards received during the reporting period that may not be captured by the Office of Research Administration.

List Internal Brandeis Grants/Awards received (e.g. Provost Research Awards; Teaching Innovation Grants, etc.).

INTELLECTUAL PROPERTY

List all Intellectual Property activity during the reporting period, including inventions disclosed, patent applications filed, patents issued, copyrightable works, computer software, trademarks and/or related activity (as defined in the Brandeis Intellectual Property Policy).

(The Office of Technology Licensing can generate a list of your IP activity to the extent they are aware, email otl@brandeis.edu)

WORK OUTSIDE THE UNIVERSITY

Review the relevant portions of the Faculty Handbook before answering these questions.

List courses taught at other institutions for which you received payment during the reporting period. Provide the name of institution, term, course(s) taught, days and hours per week.

List any and all other employment, and/or consultant arrangements, that you have outside of Brandeis. Please provide name of company, corporation or institution, and forward to your Chair and Dean the summaries of relevant parts of contracts, letters of appointment or consulting agreements. Do any of these arrangements provide present or future equity interest possibilities to you and do you receive any research support from any of these organizations?

List management of fiduciary activities in which you have a role as an officer, director, trustee, supervisor, or founder with respect to any corporation, organization, or group.

List any intellectual property which has been developed by you outside of Brandeis University during the reporting period, and describe its current status.
ADDITIONAL INFORMATION

- Use this space to add any additional information or clarification that you think would be helpful to your Chair and the Dean regarding your work this year.
- Use this space to share additional information regarding your goals and plans for the next several years.