**Drake University - College of Arts and Sciences**

**Professional Activities Record (PAR), Calendar Year 2024**

This PAR is required annually for all tenure-track faculty. Tenured faculty (including department chairs) submit the PAR once every three years (those whose **last names** start with **A-H submit the PAR in January 2025**, I-P in January 2026, and Q-Z in January 2027). In non-PAR years, tenured faculty should use the Professional Activities Highlights (PAHE) form, summarizing the most important accomplishments of the year. **An updated *c.v.* must be appended to all PARs and PAHEs.**

Name: Rank:

Department: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is a checklist to accompany the record of professional activities in the calendar year covered. For every item checked below, please append appropriate supporting material or explanatory information. Identify all attachments by noting on them the letter and number showing where they fit in the checklist.

Department chairs use a parallel performance evaluation form (PAE) for all faculty submitting this PAR; both forms and their attachments are placed in the permanent files. If you elect to submit an updated *vitae* rather than enumerating your activities according to this form, as you are invited to do, please write in the margin of the *vitae* the letters and numbers which show the correspondence between *vitae* entries and the items in the checklist; marking with a highlighter the principal items to be noted would also be helpful.

Please note that **Item A-1** does not require you to list your teaching assignments if you submit the Office and Class Schedule (OCS) to the Dean’s Office. Please mark to the left each completed activity with an “X.”

**PERFORMANCE ACTIVITIES SUPPORTING MATERIAL ATTACHED**

**CATEGORIES REPORTED** (*please check all that apply*)

**A.** **TEACHING** 1. Instructional duties office & class schedule

2. Instructional development new course significantly revised course

innovative methods interdisciplinary/team teaching

service learning courses/components

3. Independent study undergrad grad research readings

4. Mentoring undergrad grad student organizations

5. Research supervision Honors thesis DUSCI/other summer research

Supervision other

6. Graduate academic activities theses directed theses readership

**B. SCHOLARLY** 1. Professional research & study with peers with students

**AND ARTISTIC** 2. Publications published in review ongoing research

**DEVELOPMENT** 3. Grants (awarded/applied for) external internal

4. Presentations local state/regional national international

5. Artistic performances/exhibits local state/regional national international

6. Artistic compositions

**C. PROFESSIONAL** 1. Professional activities meetings offices held self-development

**SERVICE** (off-campus) awards editorships

2. University service department committees college committees

University committees *ad hoc* committees

recruitment activities program building/development

3. Academic advisees undergrad grad student organizations

4. Community service organizational meetings consulting activities

5. Administrative activities unremunerated only

6. Administrative duties remunerated

7. Consulting remunerated unremunerated

**D. OTHER** 1.