

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-I** 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 CATEGORIES	ACTIVITIES REPORTED	SUPPORTING MATERIAL ATTACHED (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 AND ARTISTIC DEVELOPMENT	1. Professional research & study	with peers	with students		
		2. Publications	published	in review	ongoing research	
		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		local	state/regional	national	international	
C. PROFESSIONAL SERVICE	1. Professional activities (off-campus)	meetings	offices held	self-development		
		awards	editorships			
	2. University service	department committees	college committees			
		University committees	<i>ad hoc</i> 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.					