

Faculty Name: xxx

Department(s): xxx

Weinberg College of Arts and Sciences, Northwestern University

Continuing Lecturer Faculty

VITA SUPPLEMENT FORM for 2012

This supplement request covers the period from January 2011 through December 2011.

The intention of this form is to provide you with an opportunity to describe your work and represent your accomplishments to your department chair, the elected salary budget committee, and the Dean's office. These readers appreciate a concise document that they can read quickly. To that end, please avoid redundancy in answering the questions (that is, include items only once, even if they can fit under multiple questions), and leave questions blank if they do not pertain to you.

Please consider bullet point format when possible.

*Provide a **current CV** along with your 2012 vita supplement to your department administrator, who will then forward your materials to the Dean's Office.*

1. List the courses you taught in the Winter 2011, Spring 2011, Fall 2011 quarters and their enrollments:
2. Bullet point your primary responsibilities in broad terms (consider teaching, advising, scholarly activities, administration):
3. List other relevant activities in some detail (consider your responsibilities in curricular development, course coordination, pedagogical and scholarly work, departmental, College, and University service):
4. Describe your major accomplishments, achievement, or endeavors in January-December 2011. List any awards or special recognition here.
5. Identify any additional scholarly, curricular, service, professional or other relevant activities that you accomplished in 2011. Please include any pedagogical research and scholarly or creative publications that have demonstrably improved the quality of your teaching or the College's teaching mission.

6. Provide a brief self-evaluation of your teaching and advising. You may refer to your CTECs (which are available to your chair, the budget committee, and Dean's office), but need not limit yourself to discussing CTECs. Feel free to consider other criteria in evaluating your work:

Optional:

7. If you choose, you may provide a narrative elaborating on any element of this vita supplement.

8. What would help you better fulfill your mission and responsibilities within the College? How might your department or the College assist you in this?