

Professional Activities Report

Name:

Department:

Email:

College:

Date:

Semester Covered by PAR:

Please outline your professional goals and priorities outside the classroom for the coming semester (excluding those activities directly connected to your classroom assignment). Please include your plans for contributing to the work of your department and college. Before completing this form, please check with your department chair to find out the needs and priorities of your department.

Here is a list of some of the activities in which faculty engage outside of class. Some of these are fairly routine; some are less common. We list them here simply as a reminder, to help faculty complete their Professional Activities Reports. (The PAR is a page one gives to one's department chair if teaching overload for A/C pay during the day). The list is in no particular order. Faculty may engage in professional activities not listed, and those too may be included in the PAR.

- Attend Department Meetings
- Attend Division Meetings
- Attend Events on Campus
- Serve on the Academic Senate
- Serve on an Academic Senate Committee
- Serve on a College Taskforce
- Chair an Academic Senate Committee
- Chair an Academic Senate Taskforce
- Serve on a Statewide/National/Professional Committee
- Chair a Campus Committee
- Serve on a Campus Committee
- Chair a District Committee
- Serve on a District Committee
- Develop New Curriculum
- Revise Existing Curriculum
- Update Course Outlines
- Attend Training Workshop
- Conduct Faculty Evaluations
- Work connected to Articulation
- Work connected to SLOs
- Orient and/or Advise New Faculty
- Advise or Support Part-Time Faculty
- Develop a Departmental Student Assessment Process

Meet with Colleagues from other Colleges
Coordinate Courses with Those of Other Departments
Develop Supplementary Materials of Courses
Develop Alternative Teaching Strategies
Upgrade Computer Programs that are Used in Instruction
Visit Feeder High Schools
Participate in Program Review
Advise a Student Club
Attend Academic Senate Meetings
Attend United Faculty Meetings
Attend CCCC Governing Board Meetings
Compile Course-Related Bibliographies
Work with College Librarians to Improve Collections
Recruit New Students
Advise Students outside of Regular Office Hours
Upgrade and/or Modify Instructional Equipment
Invite Guest Speaker/Performer to Campus
Edit Video Materials for Classroom Use
Reviewing Textbooks and Other Materials for Possible Adoption
Contribute to Campus Publication
Design New Field Trips
Revise and Improving Lab Exercises
Conducting Meetings with Feeder School Teachers to Compare Programs
Prepare Long-Range Departmental Goals
Work with Colleagues on Grade Norming or Grading Rubrics
Evaluate Retention Experience and Strategies
Preparing Display Materials for Classrooms
Catalog Reference Materials
Visit Commercial and Industrial Settings related to Your Teaching
Develop and Update Brochures and Other Public Relations Materials
Follow up on Students Completing a Program

Recruit Part-Time Faculty

Participate in Hiring Process for New Faculty, Staff or Managers

Review Software for Possible Use in Instruction

Develop and/or Revising Test Materials

Meet with Advisory Committees

Develop Departmental Guidelines and Bylaws

Purchase Equipment or Materials for Your Department

Participate in Department Budgeting Process

Contribute to Department Scheduling Process

Conduct Community Outreach

Work to Upgrade or Enhance Facilities

Attend a Performance on Campus

Accompany Students to a Performance Off Campus

Attend Professional Conference

Present at a Professional Conference