This report is to be completed annually by each P.K. Yonge faculty member and submitted to the principal as **one component of the annual faculty evaluation protocol**.

**The report is due by the last contract day of each school year**.

Early submissions are encouraged. Information from this report is compiled for annual school reporting requirements, and is of great benefit to individual faculty members in tracking their accomplishments to inform a promotion application during 5th through 7th year of continuous employment by P.K. Yonge.

1. **BRIEF LIST OF TEACHING & INSTRUCTIONAL ACCOMPLISHMENTS**

1. **BRIEF LIST OF CREATIVE WORKS OR ACTIVITIES**

1. **PUBLICATIONS**

*Please use APA formatting. Include names of all authors. Indicate if the publication peer-reviewed. Provide the URL for any online publications. Include any media releases as “Miscellaneous.”*

1. **LECTURES, SPEECHES, POSTERS PRESENTED AT PROFESSIONAL CONFERENCES**
2. International

1. National

1. Regional (*this means like “south east” not regional in the state*)

1. State

1. Local

**5. GRANTS (see table for sample; add rows and details; if NONE, please record “None”)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Agency** | **Grant Title** | **Dates** | **Total Award** | **Awarded Pending  Not Funded** | **Int/Ext**  **Funding** |
| *co-PI* | *FL Dept. of Education* | *Grant Z* | *Aug 2018 – Jun 2019* | *$5,250* | *Not Funded* | *Ext* |
| *PI* | *P.K. Yonge* | *Sample: Waves of Innovation* | *Jun 2019 – July 2019* | *$ 900* | *Awarded* | *Int* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**6.** **UNIVERSITY GOVERNANCE AND SERVICE**

*This area should include information regarding service to the university such as membership on university, college, and P.K. Yonge committees and student activities).* ***Put “None” under all subheadings where you have nothing to report.***

1. University
2. College

1. Department/Center (P.K. Yonge DRS)

**7. CONSULTATIONS OUTSIDE THE UNIVERSITY**

*Use this area for* ***professional*** *consultations that are not part of your assigned duties and responsibilities but are relevant to your scholarly career. Indicate the work performed, the organization or employer, and the date(s).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Work performed** | **Organization/**  **Employer** |
|  |  |  |  |
|  |  |  |  |

**8. EDITOR OF SCHOLARLY JOURNALS, SERVICE ON EDITORIAL ADVISORY BOARDS,**

**REVIEWER FOR SCHOLARLY JOURNALS**

*Indicate whether you were an editor, served on an editorial advisory board, or were a reviewer; the name of the journal or publication, the date(s) of service; and the approximate amount of reviewing/editing you did.* ***Put “None” in every category and subcategory for which you have no entries.***

1. Editor

1. Editorial Advisory Boards

1. Reviewer for Scholarly Journals

1. Book Manuscripts Reviewed

**9. INTERNATIONAL ACTIVITIES**

*Briefly describe in a short narrative your teaching, research, and service activities in light of their significance to P.K. Yonge, including your rationale and goals for engagement in international activities, and any outcomes or impact resulting from your international engagement. This section allows you to summarize and attach significance to your international activities.*

**10. SERVICE TO SCHOOLS**

*In 1984, the Legislature determined that service to the public schools (K-12) would be considered for tenure and/or promotion purposes. List in a table such service in this section.*

**11. MEMBERSHIP AND ACTIVITIES IN THE PROFESSION**

*Use this area to communicate your contributions to your profession including memberships in professional societies and organizations. When listing memberships, be sure to include committee memberships and any offices held. Examples of independent professional activities would include giving testimony to a congressional committee or serving as a reviewer for grants. All listings must indicate dates of service.*

1. **MEMBERSHIPS**
   1. International

* 1. National

* 1. Regional

* 1. State

* 1. Local

1. **ACTIVITIES IN THE PROFESSION**
   1. International

* 1. National

* 1. Regional

* 1. State

* 1. Local

**12. HONORS**

**13. FURTHER INFORMATION**

This is a general section that allows you to include such things as letters of acceptance from publishers, a list of submitted publications, information on forthcoming books, unsolicited letters of recommendation (please indicate that these are unsolicited), committee reports, reviews of performances, as well as any additional information you wish to submit. Information should be restricted to professional accomplishments and should ***not*** include such items as “thank you” or acknowledgment letters.