

ACADEMIC RECORD

Supplementary Data Report

ROUTING(Electronic):
COPY to Division Chair
COPY to Office of the VPAA
Copy to Human Resources
(See MaSU Policy: M605.1.4)

Name:

Division:

Rank:

Academic Year:

Please fill in any of the following data to keep your academic record up-to-date: (1) Courses Instructed; (2) Program responsibilities; (3) Additional duties and assignments assigned as a portion of credit load; (4) Service to the university and community; (5) Scholarly work; and (6) other items as established.

1. List of courses instructed
2. List of any specific program responsibilities
 - a. Assessment
 - b. Program Review
 - c. New program initiative
 - d. Program Redevelopment/Revisions
 - e. Other
3. List of additional duties and assignments included through reassigned time
4. List of responsibilities completed within service to the University and Community
5. Scholarly work, such as:
 - a. Attainment of additional credentials or qualifications
 - b. Research related accomplishments (individual or cooperative)
 - c. Publications
 - d. Honors or recognitions
 - e. Other
6. Identification of any other items including, in particular, goals or other activities established through the annual review and/or annual goal setting processes.