**TERM ADJUNCT APPOINTMENT REPORT**

**DEPARTMENT/FACULTY: NAME:**

**RANK: PERIOD UNDER REVIEW:**

This form conforms to Article 28.5 of the 2015-2019 Collective Agreement (Amalgamated Bargaining Unit) between Queen’s University and Queen s University Faculty Association. This report will be treated as a private and confidential document for use by the Department Head and/or Dean. Please note that while this computerized form allows for expansion or condensation of each section, if needed, no headings should be deleted.

Please note: University Survey of Student Assessment of Teaching (USAT) forms are used to supplement information provided by the faculty Member on this form and in any teaching dossier submitted by the Member. Members may comment on their students' USAT responses on this form. It is unnecessary for Members to submit their USAT forms as these are supplied to the Dean by the Office of the University Registrar.

**1. Teaching**

For the period under review, please list:

A. *Courses Taught*

Course # Term Total Enrolment % your instruction New Preparation/Remarks

B. *Other Activities Related To Teaching*

## C. *Honours and Awards Related to Teaching*

## D. *Member’s Comments on USAT responses*

## 2. Other

Please list any other professional work not indicated above that the Member wishes to report, related to the Member’s assigned duties for the period under review:

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Member's signature Date