

Notre Dame University

Faculty Self-Evaluation Report

Academic Year _____ Date: _____

*In preparing this document please list items, when applicable,
in reverse chronological order (latest first).*

I: PERSONAL DETAILS

1. Full Name: _____ 2. Date of Birth: _____

3. Place of Birth: _____ 4. Citizenship: _____

5. Marital Status: Single Married Divorced Separated
 Widowed

6. Spouse's Name: _____

7. Spouse/University degree (s): _____

8. Number of Children: _____

9. Home Address:

10. Telephone: _____

Cellular Phone: _____

Fax: _____

Email: _____

II: AFFILIATION at NDU

11. Department: _____

12. Faculty: _____

13. Campus:

_____ / _____ / _____
Main NorthLebanon Shouf

14. Number of years of full-time faculty employment at NDU: _____

15. Number of years of part-time faculty employment at NDU, if any:

III: DEGREES EARNED

16. ¹Degree Major field Supervisor/Advisor (if any) University Date

17. Exact dissertation title of your highest degree:

IV: ACADEMIC RANKS AND PROMOTION ACTIONS

18. Initial rank & date of first full-time appointment at NDU:

_____ / _____
Initial Rank Date

19. Current rank: _____

20. Date of, and years in, current rank:

_____ / _____
Date Years

21. Years in each previous rank at NDU:

| <u>Rank</u> | <u>Date of Appointment or Promotion</u> | <u>#of Years</u> |
|-------------|---|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

¹ Please write the degree titles as they exactly appear on your diploma even if they are not in English.

22. Full-time academic ranks outside NDU, if any:

| <u>Rank</u> | <u>Date & Years</u> | <u>Department</u> | <u>Institution</u> |
|-------------|-------------------------|-------------------|--------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

V: TENURE STATUS

23. If tenured at NDU, year in which tenure was granted: _____

24. If you have had tenure prior to coming to NDU, rank, department, institution, & year in which tenure was granted:

_____ / _____ / _____ / _____
Rank Department Institution Year

VI: TEACHING AND CURRICULA DEVELOPMENT

25. List the courses that you have taught since the last promotion/tenure action on your file:

| <u>Course Code</u> | <u>Course Title</u> | <u>Course Credits</u> | <u>Course Level</u> | <u># of Students</u> |
|--------------------|---------------------|-----------------------|---------------------|----------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

26. Your Curricula Activities at NDU:

30. List other published conference papers:

31. List technical notes, reports or the like that you have published in professional journals:

32. List the abstracts of research papers that you have published in other refereed publications:

33. List the critiques, commentaries that you have published in professional journals:

34. List your articles that have appeared in newspapers, magazines:

35. List the encyclopedia articles or the like that you have professionally published:

36. List the professional maps or the like that you have professionally published:

37. List your in-house publications such as research and/or pedagogical articles that have not been subject to professional external reviews:

38. List your in-house publications such as reports, planning documents, transparencies, pamphlets, brochures, etc.:

39. List the research/educational/pedagogical papers resulting from a Master Ed.D/Doctorate/PhD dissertation and published in a refereed journal or the like:

VIII: BOOKS

*In the following questions, please specify the title, co-authors, if any,
the publisher, publication dates, edition, and so on.*

40. List your published books:

41. List your published textbooks:

42. List your published monographs or the like:

43. List the chapter(s) that have been published in a book of co-authors:

44. List the study guides that you have published:

45. List the manuals that you have published:

46. List the books (textbooks) that you have edited:

47. List the books /textbooks /documents/papers/ that you have translated:

48. List the forewords that you have written for already published books documents/textbooks/ or the like:

49. List the book-reviews, for the above-listed publications, in journals/magazines/newspapers and in-house publications. For each review, please indicate the proper title of the article, including the publication, the publisher, date of publication, and the number of pages of each review, etc...

IX: CREATIVE PRODUCTIVITY

50. List the production or the creation of paintings, sculptures, and other creative works which has been exhibited, staged or directed in prestigious galleries, theatrical productions, and the like:

51. List the reviews received for the above-listed creative productivity in journals/magazines/in-house publications. For each review, please indicate the proper title of the article, including the publication, the publisher, date of publication, and the number of pages of the review, etc...

X: PROFESSIONAL ACTIVITIES and DEVELOPMENT

52. List the presentations of scholarly papers at regional /national/ international meetings/conferences/seminars/exhibitions and the like:

53. List other related university degrees/professional certificates/diplomas and the like:

XI: RECOGNITIONS

54. List the awards/prizes/honors/medals that you have received from professional or learned societies:

55. List your academic reputation beyond your university community such as refereeing electronic materials/research papers/manuscripts, reviewing grant proposals/textbooks/books and evaluating candidates/theses/dissertations for promotion/tenure and the like:

56. List your appearances/interviews in TV/Newspapers/journals:

57. List types of professional recognition such as office-holding in prestigious professional/regional/national/international associations and/or editorial position on boards of local/national/international journals:

58. List the reprinting and/or translation of your work, if any, as well as its rate of citations in your discipline:

XII: SERVICES

59. List your administrative assignments, if any, such as Vice-President/Dean/Director/Chairperson/Head/Coordinator/Advisor:

60. List the committees on which you have such as Master/Doctoral committees, University Council, University Standing Committees, Faculty/Departmental/ad-hoc committees:

61. List your academic assignments such as coordination of multi-section courses, preparing/proctoring/assisting in grading entrance examinations, participating in extra-curricular activities:

61. List the students' services such as undergraduate advising, guidance and counseling, mentoring graduate students, professional rapport with students as well as participating in students' registration, orientation, recruitment, debate moderator, election observer and the like:

XIII: TECHNOLOGY DEVELOPMENT

62. List the technology or the patent that you have developed and that has been professionally adopted and recognized:

63. List other information you deem as relevant to this self-evaluation report:
