

Faculty of Medicine and Health Sciences
Annual Academic Activities Report – Self Evaluation

Tenure Stream and Contract Academic Staff, Professional School

REFERENCE PERIOD: JANUARY 1, ____ – DECEMBER 31, ____

Please ensure this section is completed and signed

Name:

Department(s):

Year PhD awarded:

Year appointed:

Rank:

Signature: _____

All members of the University community is asked to complete, on an annual basis, McGill's [Statement of Conflict of Interest](#). If you have not done so in the last 12 months, please take a moment to complete your annual declaration.

I confirm that I have completed the Statement of Conflict of Interest in the last 12 months:

YES

NO

**Note: a colleague who provides paid consulting services to a private entity who has a research contract with the colleague or the colleague's lab [must report this as a conflict of interest](#).*

Please attach pertinent additional material to this document as an appendix. If you have been on leave for any reason (sabbatical, maternity, parental, sick), please be sure to indicate this.

1. ANNUAL GOALS & OBJECTIVES

(a) Last Year's Goals:

(b) Major achievements in past year:

- Achievement you are proudest of in past year:

- Disappointments:

(c) Goals for next year (including plans for career development):

2. TEACHING ACTIVITIES

Please stipulate the nature of the teaching performed, provide any course numbers and document the number of hours you perform this teaching. Supervision of graduate students or similar should indicate the name of the student, the level of education (e.g. MSc, PhD, PDF), department and years of study. Any available objective evaluation of your teaching effectiveness, role in course development or management and teaching award citations should be provided.

Please use completion of this form as an opportunity to report and highlight any *innovative or original approaches* that you have taken to your educational activities.

Undergraduate and post graduate (classroom, small group, simulation centre, etc.) Course coordinator, curriculum	
---	--

development, OSCE's, IPE coordination	
Research Trainees (graduate students, Master's projects – professional programs, and post-doctoral fellows), thesis committees	
External teaching activities	
Development of teaching materials	
Teaching awards or recognition	

3. RESEARCH

Publications should be numbered in your CV and could be organized per year to facilitate identification of annual productivity. Trainees should be identified in your publications. Grants should be organized as “CURRENT FUNDING” and “PAST FUNDING”. Amounts should be expressed per annum. Please provide` only the amount attributed to you personally for each grant that you have with multiple investigators.

For grant panels, please stipulate clearly if you are a chair or a committee member and the annual time commitment. For ad-hoc activities, please indicate the number of grants reviewed per year. For editorial activities, please indicate the number of reviews that you performed annually. Please indicate if you are an active member of an editorial board and the number of reviews carried out. For invitations, please organize these as Regional, National and International, if appropriate.

Publications (submitted, in press, or published) Include both peer-reviewed and non peer reviewed. Technical	
---	--

<p>reports, invited reviews, chapters, editorials. Please also list patents here.</p>	
<p>Grants (total numbers and total dollars) Include both grants currently held and those applied for. Include funding agency and funding period.</p> <p>Please indicate whether these are peer-reviewed and whether you are the PI or co-PI.</p> <p>Research contracts</p> <p>For multicentre trials, please specify your role in the study.</p>	
<p>Salary Awards</p>	
<p>Grant Panels and Reviews</p>	
<p>Editorial Activities Including manuscript reviews</p>	
<p>Formal Presentations (seminars, professional meetings, keynote speaker, etc.)</p>	
<p>Invitations (Visiting professor, Invited speaker, Etc.)</p>	

4. ADMINISTRATION

This includes committee membership / leadership, program development / management, ethics committees, etc. Please indicate the number of hours per year for each activity.

McGill University (Departmental, Faculty and University)	
Hospital/Clinical setting	
External (include conference organization, scientific societies, government advisory bodies, etc.)	
Community Service	

5. PROFESSIONAL DEVELOPMENT

Please use this area to indicate professional development activities that you have participated in such as attending workshops on improving teaching, learning and new skills.

Continuing Professional Development Activities	
---	--

6. PROFESSIONALISM AND COLLEGIALLY

Professionalism: A set of attitudes and behaviours that engender trust and promote respect of learners and colleagues.

7. OTHER INFORMATION

Please use this area to indicate special recognition that you may have received over the last year. Please also indicate any other information that you deem pertinent.

Honours	
Awards	
Other	

8. CONSULTING AND SIMILAR ACTIVITIES

Consulting activities include all activities that are conducted on behalf of persons or bodies outside the University that fall into the area of competence related to the staff member's University appointment, that are not part of the staff member's regular academic duties in the University, and that are not part of grants or agreements between the University and outside persons or bodies. Full-time members may engage in consulting activities up to four working days per month, consultation that exceeds this amount of time require discussion and agreement with the Department Chair and/or Faculty Dean. The complete University policy may be found here: <https://mcgill.ca/secretariat/files/secretariat/consulting-similar-activities-by-acad-staff-regs-on.pdf>.

Please indicate any consulting work, whether remunerated or not, that you have undertaken during the reference year with any public, private, or non-governmental organizations.

Name of Organization	Number of Days				Total
	Private Sector Consulting	Public Sector Consulting	Other, including off-site teaching (please explain)	If consulting is for a foreign entity, indicate which country	

**Note: a colleague who provides paid consulting services to a private entity who has a research contract with the colleague or the colleague's lab [must report this as a conflict of interest](#).*