

**Faculty of Medicine  
Annual Academic Activities Report – Self Evaluation**

**Tenure Stream, Basic Science Department  
And PhD Scientists in a Clinical Department**

REFERENCE PERIOD: JANUARY 1, \_\_\_\_ – DECEMBER 31, \_\_\_\_

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Please ensure this section is completed and signed

Name:

Department(s):

Year PhD awarded:

Year appointed:

Rank:

Signature: \_\_\_\_\_

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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. PERFORMANCE IN RESEARCH DURING THE YEAR UNDER EVALUATION**

- a. List of peer-reviewed publications (submitted, in press, or published)
- b. List of non-peer-reviewed publications (submitted, accepted for publication, in press, or published)
- c. List of presentations at professional meetings (indicate if keynote speaker, invited speaker, or refereed presentation)
- d. List of presentations at internal and external seminar series
- e. List any other research publications (e.g., technical reports, research policy documents, etc.)
- f. List of patents (filed, awarded) or clinical procedures (implemented)
- g. List of grants currently held. Indicate source, \$/year and role (PI, Co-PI)
- h. List of grants applied for. Indicate source, \$/year and role (PI, Co-PI)
- i. List of contracts and other sources of research funds
- j. List of awards (salary, honors)
- k. List of activities as a reviewer (internal, external)
- l. List of activities as organizer of national and international meetings or as session chair
- m. Any other research activity relevant to evaluation (internal (within department or faculty or University) review of grants, etc.)

### **3. PERFORMANCE IN TEACHING DURING THE YEAR UNDER EVALUATION**

- a) List of graduate and undergraduate courses taught, role in these courses (coordinator, lecturer) and the number of student contact hours per course

COURSE

ROLE

CONTACT HOURS

- b) Attach student evaluations and any other material that provides evaluation of performance in these courses
- c) Number of graduate students supervised:    MSc:                      PhD:
- d) Number of students that graduated with an MSc:                      a PhD:
- e) List of membership in graduate advisory committees:
- f) Participation in examining committees:    Internal                      External
- g) Number of Post-doctoral fellows supervised:
- h) Supervision of undergraduate thesis or project research, clinical work, practicum or internship training, or any other supervision of students' work towards any degree program.
- i) List of external teaching activities
- j) Other supervisory activities (e.g., high school, co-op programs, etc.)
- k) Development of teaching materials (e.g., study guides, textbooks, lab notes, etc.)
- l) Participation in curriculum development, course design or program design
- m) Teaching awards
- n) Other significant activities relevant to the Member's Academic Responsibilities in the area of Teaching (e.g., faculty development, education research and policy, etc.)

**4. PERFORMANCE IN SERVICE DURING THE YEAR UNDER EVALUATION**

- a. List the committees in which you serve (departmental, faculty, university committees), and your role (chair, member)
- b. List any administrative appointments held within the University (e.g., Chair, Dean, Assistant/Associate VP, hospital committees, etc.)
- c. List activities external to the University relevant to the Member's Academic Responsibilities in the area of Service (e.g., chair or scientific officer of peer review panels, editorial boards, policy boards, scientific societies, etc.)
- d. List any other significant activities relevant to the Member's Academic Responsibilities in the area of Service (e.g., pro-dean, university representative in outreach activities and public education, etc.)

**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	
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## 6. PROFESSIONALISM AND COLLEGIALITY

*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. The complete University policy may be found here: <https://mcgill.ca/secretariat/files/secretariat/consulting-similar-activities-by-acad-staff-regs-on.pdf>.

Name of Organization	Number of Days			Total
	Private Sector Consulting	Public Sector Consulting	Other, including off-site teaching (please explain)	