



**Faculty Portfolio Form: Academic Activities Record**

| Name |  |  | Academic Rank |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Department |  |  | College/Unit |  |  |
|  |  |  |  |  |  |
| Supervisor |  |  | Position |  |  |
|  |  |  |  |  |  |
| Semester |  |  | Academic Year |  | 2016-20 |
|  |  |  |  |  |  |

**I. Administrative Responsibilities**

* 1. *ManagerialTasks* (If Applicable)

Identify the Department/Unit you are supervising. Indicate your position.(E.g.: Chair, IS Department)

| **Position** | **Department** | **College/Unit** |
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* 1. *Committees* (Internal to PSU)

List down the committees that you are currently serving.(Department, College and/or University level E.g. QA Committee)

Indicate your position in the committee. E.g. Chairman, Member, Assistant Chairman, etc...

| **Position** | **Name of the Committee** |
| --- | --- |
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**II. Development Plans (to be completed at the beginning of the academic year and used during the annual performance evaluation.**

* 1. *Goals/Objectives*

(E.g. To review and update my course syllabus / To explore other teaching strategies to enhance student’s learning in class)

| 2.1.1. |
| --- |
| 2.1.2. |
| 2.1.3. |
| 2.1.4. |
| 2.1.5. |

* 1. *Professional Development / Community Service Activiy Plans*

(E.g. To attend at least 1 local conference within the kingdom)

| 2.2.1. |
| --- |
| 2.2.2. |
| 2.2.3. |
| 2.2.4. |
| 2.2.5. |

* 1. *Research Plans*

| **Proposed Title** | **General Description of the Proposed Research** |
| --- | --- |
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**III. Professional Service Updates (what have you done during the past academic year)**

* 1. *Professional Trainings*

List down the trainings/seminars/workshops that you have had attended (internal or external to PSU).

Indicate your level of participation (E.g. Facilitator, Speaker, Participant, etc…)

| **Title of Training/Seminar/Workshop** | **Venue** | **Date** | **Conducted by** | **Level of Participation** |
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* 1. *Professional / Community Services*

List down your professional and/or community services that you have had participated in (internal or external to PSU).

Indicate your level of participation (E.g. Facilitator, Speaker, Participant, etc…)

| **Name of Organization / Community Service** | **Date** | **Position /Level of Participation** |
| --- | --- | --- |
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* 1. *Research Activities*

List down your research activities that you have had accomplished or still on-going(internal or external to PSU). Please provide additional sheet as necessary. Indicate your level of participation (E.g. Author, Co-author, contributor, editor, etc…)

| **Title** | **General Nature of Research** | **Level of Participation** |
| --- | --- | --- |
|  |  |  |
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* 1. *Mentoring / Advising Activities*

List down any mentoring/advising activities that you have had handled.(internal to PSU)

Indicate the student level or class section.

| **Student Level** | **Mentoring/Advising Activity** |
| --- | --- |
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