

2015

BrockDB User Guide

Annual Report and Use of Teaching Evaluations (Article 12.07)



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BrockDB User Guide: Annual Report and use of Teaching Evaluations (12.07)

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Annual Report and use of Teaching Evaluations (Article 12.07)

Members are required to submit an Annual Report to the appropriate Dean or University Librarian detailing their activities and accomplishments with respect to teaching, professional library practice, research, and service during the preceding year (July 1 to June 30) by August 31. An updated *curriculum vitae* will be submitted with the Annual Report.

Accessing Faculty Annual Report:

The online Annual Report form can be accessed through the following steps:

1. Go to <https://my.brocku.ca> and login with your Campus ID and Password
2. Click on the “My Work” Tab
3. Click on “Brock DB – Menu” in “My Links” Channel
4. Go to *EmployeeAccess* in the Navigation Menu
5. Click on the *FacAnnualReport* option

EmployeeAccess

ConvocationRegn

GotFluSupervsr

BrockCampaign

FacAnnualReport

Payslips

SabbaticalLeave

Tax - T4

Timesheet

TSCContractInq

United Way

VacationInfo

Completing the Annual Report:

Reporting Year:

This section contains the reporting year selection. Select the 2014-2015 year. In the 2014-2017 BUFA - Brock Collective Agreement the reporting period for annual reports was changed from May 1–April 30 to July 1–June 30. As a result for the 2014-2015 reporting year please include any activity completed in the period from May 1, 2014 to June 30, 2014 in this year's report. On the submission site mandatory fields are marked with a red asterisk (*).

Annual Report

Please select a Report Year *

Faculty/Professional Librarian Information:

This section contains information on the Faculty Member or Professional Librarian. The section is read only and is prefilled for you at login. Members will submit an updated CV (Article 12.07 a.), from their computer, with the Annual Report.

Reporting Period - July 1, 2014 to June 30, 2015

Name Finn, Gregory

Faculty

Department Office Of The VP, Academic

Rank Associate Professor

Employee Status Faculty/Librarians - Tenure

Curriculum Vitae : No file selected.

Reduced Teaching Load:

This section indicates the reason for a reduced teaching load. Please select the options that indicate the reason(s) for your reduced load and click the “Save” button to save the selection(s) for the reporting year. If you select ‘Other’ please specify.

If you were on a reduced load during the academic year, please check all that apply in the boxes below

- Full Year Sabbatical/Administrative Leave
- Half Year Sabbatical/Administrative Leave
- Full Year Administrative Appointment
- Half Year Administrative Appointment
- Partial Sick Leave
- Release as Chair/Program Director
- Check this box if you do not have workload to report for the duration of this academic year.
(i.e. not yet employed by Brock, long term disability)
- Other

Save

Teaching Activities:

There are two sections here to report both scheduled and unscheduled teaching activity. In Section 1, scheduled teaching is pre-filled with data from the scheduling data base. For each course listed the faculty member must provide the following additional information by clicking on the edit button (the pencil icon):

- 1) In column #2 – Workload Type, indicate the workload type (Regular Overload, or Not mine);
- 2) In column #7 – Percent Responsible - indicate the percentage of the course (100, 50 33, 25, etc.) which you were responsible for delivering;
- 3) In column # 11- Teaching Quality & Effectiveness – When reporting on teaching, faculty members shall provide information about their teaching during the evaluation period by means of student evaluations and, if desired by the member, additional information as described in Article 21.06 (a) (Tenure and Promotion – Provisions for Full-time Faculty). Please specify what is being reported as a measure of Teaching Quality & Effectiveness; and,

- 4) In column # 12 – Users may upload copies of completed course evaluations, summaries, etc. for this course that support evidence of teaching quality and effectiveness.

When the information is completed for each course, click on the “check mark” icon to save the entry.

Teaching Activities

Section 1: Scheduled Teaching

Scheduled teaching consists of graduate and undergraduate lectures, laboratories, studios and seminars.

Scheduled teaching entails course preparation including the development and preparation of course material for student use and an appropriate form of student evaluation, curriculum development and revision, supervision of course coordinators and teaching assistants, and grading and timely submission of grades.

Workload Type	Course	Hours/Week	Instructor	# of Instructors	Percent Responsible	Enrolment Limited	Enrolment	Course Weight	Teaching Quality & Effectiveness	Attachment	
	Regular 2014 FW ERSC 2P22 D3 S1 LAB 1 OPTICAL MINERALOGY	3.00	Finn, Gregory	1	100%	20	16	0.00			
	Regular 2014 FW ERSC 2P22 D3 S1 LEC OPTICAL MINERALOGY	3.00	Finn, Gregory	1	100%	20	16	0.50	Rating on course evaluation question - "I would rate this instructor as excellent": 4.9/5.0	ERSC 2P22 2014-15 Course Evaluation.pdf	
	Regular 2014 FW ERSC 3P21 D2 S1 LAB 1 IGNEOUS AND METAMORPHIC PETROLOGY	3.00	Finn, Gregory	1	100%	20	10	0.00			
	Regular 2014 FW ERSC 3P21 D2 S1 LEC IGNEOUS AND METAMORPHIC PETROLOGY	3.00	Finn, Gregory	1	100%	20	10	0.50	Rating on course evaluation question - "I would rate this instructor as excellent": 5.0/5.0	ERSC 3P21 2014-15 Course Evaluation.pdf	
	Regular 2014 FW ERSC 5F90 D10 S1 PRO MSC THESIS	0.00	TBA	1	10%	20	13	1.00			
<input checked="" type="radio"/> Regular <input type="radio"/> Overload		Course Year: 2014 Session: <input type="text"/> Name: <input type="text"/> Number: <input type="text"/> Dur: <input type="text"/> Sec: <input type="text"/> Type: <input type="text"/>		Total:		12.00				<input type="button" value="Browse..."/> No file selected. <input type="button" value="Insert"/>	

1 Total Records: 5

If any scheduled course is missing from this prefilled data, it can be added by entering the details (found on the class list for the course) in the last row of the table and clicking the insert button. In the Course section, under “Type” a pull down menu provides the options available on the scheduling system: BLD – blended; CLI - clinical placement; FLD – domestic field course; IFT – international field trip; INT - internship; Lab – laboratory; LEC – lecture; LL – lecture/lab; LS – lecture/seminar; LSL – lecture/seminar/lab; LT – lecture/tutorial; PRO – project course; SEM – seminar; TUT – tutorial; VCF – video conference format; WWW – online.

In Section 2 unscheduled teaching activities are entered, with options for both internal and external activity.

For internal activity select the “Internal” radio button, and:

Under “Student Information”, enter the student ID number; the system will add the student name;

Under “Course” complete the course details (found on the class list for the course) -session (a pull down menu), name (course code), course number, Duration (Dur), Section (Sec) and Type (a pull down menu providing the same options as listed above);

Under “Supervision”, from the pull down menu select the supervision type. If “Other” is selected please specify;

Enter the start date and the end date;

Research Activities:

This section reports the research/scholarly activity or creative work completed during the reporting year. There are eight different subsections in this section. Complete only those sections which are applicable for the activity you have undertaken. The information can be added by entering the details and clicking the corresponding insert button for each section.

In any of the following sections multiple entries can be added. Ensure that at the conclusion of inputting the information for each entry that the “Insert” button is selected to save the entry before continuing.

Section1 reports research/grants/contract funding received during the reporting year using the following headings:

- Granting Agency – select from the pull down menu. If “Other” pleased specify the funding source;
- Participation – from pull down menu indicate whether you are the Principal Investigator or a Team Member;
- Title – provide the grant/project title as approved;
- Funding Type – select the appropriate radio button for the funding source;
- Amount/Year – input the dollar amount of the funding received annually, i.e. \$20,000;
- Number of Years – the duration of the award/grant;
- Date Awarded – when the award/grant was initially received.

Select “Insert” to save the entry.

Record each award/grant/contract received as a new entry.

Research Activities

Section 1: Research / Grants / Contracts

Scholarship and Research Activities - Section 1: Research / Grants / Contracts

Granting Agency	Participation Type	Title	Funding Type	Amount/Year	Number of Years	Date Awarded	
National Institute for Research <small>If other please specify</small>	Principal Investigator	Origin of the Earth	External <input type="radio"/> Internal <input checked="" type="radio"/> External	\$2.00	1.000	2014/07/01	Insert

1 Total Records: 1

Section 2 reports all refereed publications/juried work in the creative arts that have been accepted/presented/completed or are “in press” for the reporting period, using the following headings:

- Publication – from pull down menu select the appropriate category. The categories listed here reflect the broad areas of research activity being reported on. These headings are the same as those used in the hard copy annual report forms previously;

Type – provide information on the type of work being reported; e.g. journal article, curated exhibit, etc. Under the five broad categories of publication above, please identify the type of publication being reported. For example, if during the reporting period you published a book, under “Publication” you would select “Books and Monographs” and under “Type” you would enter ‘Book’. Due to the range of research activities across disciplines a pull down menu reflecting the full range of possibilities would not be practical;

Author – list the author(s) of the work;

Title – list the full title of the work;

Journal/Publisher – list where the scholarly work was published or where the juried work was exhibited;

Pages – for published material provide the page number, for books provide the total page number;

Year – year of publishing/event;

Description – provide a brief description of the activity;

Date – provide the date of acceptance;

Status – status of the work being reported, published, curated, etc. Due to the range of activities across all disciplines, providing a pull down menu that captured all possibilities would not be practical.

Select “Insert” to save the entry.

Record each refereed publication/juried work in the creative arts as a new entry.

Section 2: Refereed Publications / Juried Work in the Creative Arts

Scholarship and Research Activities - Section 2: Refereed Publications / Juried Work in the Creative Arts

Publication	Type	Author	Title	Journal/Publisher	Pages	Year	Description	Date	Status
Scholarly/Scientific articles	Journal Article	Finn, G.C.	Evolution of the Earth's crust	Earth Journal	1 - 10	2015	Summary paper on the origin of the early Earth's crust	2015/01/01	published
					If Applicable				

1 Total Records: 1

Section 3 reports other publications / creative work in the Arts (not refereed /juried) that have been accepted/presented/completed during the reporting period, using the following headings:

Publication – from pull down menu select the appropriate category. (See comments under Section 2 above.);

Type – provide information on the type of work being reported, eg. journal article, curated exhibit, etc. (See comments under Section 2 above.);

Author – list the author(s) of the work;

Title – list the full title of the work;

Journal/Publisher – list where the work was published or where the work was exhibited;

Pages – for published material provide the page numbers;

- Year – year of publishing/event;
- Description – provide a brief description of the activity;
- Date – provide the date of acceptance;
- Status – status of the work being reported, published, curated, etc.

Select “Insert” to save the entry.

Record each publication/creative work in the arts (not refereed/juried) as a new entry.

Section 3: Other Publications / Creative work in the Arts (Not Refereed / Juried)
 Scholarship and Research Activities - Section 3: Other Publications / Creative work in the Arts (Not Refereed / Juried)

Publication	Type	Author	Title	Journal/Publisher	Pages	Year	Description	Date	Status	
Other publications / Creative work in the arts (not refereed/juried)	technical report	Finn, G.C.	This has a working title	intened for a journal	1 - 20	2015	technical report on samples from Nunavut	2014/10/31	completed	
					If Applicable					Insert

1 Total Records: 1

Section 4 reports research, scholarly or artistic work submitted or in progress completed during the reporting period, using the following headings:

- Publication – from pull down menu select the appropriate category;
- Type – provide information on the type of work being reported, e.g. journal article, curated exhibit, etc;
- Author – list the author(s) of the work;
- Title – list the full title of the work;
- Journal/Publisher – list where the work will be submitted for publicationn or exhibition;
- Pages – for published material provide the page number;
- Year – year of publishing/event;
- Description – provide a brief description of the activity;
- Date – provide the date of acceptance;
- Status – status of the work being reported, published, curated, etc.

Select “Insert” to save the entry.

Record each activity as a new entry.

Section 4: Research, Scholarly or Artistic (Submitted or In Progress)

Scholarship and Research Activities - Section 4: Research, Scholarly or Artistic (Submitted or In Progress)

Publication	Type	Author	Title	Journal/Publisher	Pages	Year	Description	Date	Status
Research, Scholarly or Artistic work currently in progress but not yet submitted for publication or presentation (Indicate the status of the work)	draft manuscript	Finn, G. C.	Anomalous samples of rock	XXXXXX	111 - 222	2015	draft of manuscript in preparation	2015/06/30	In progress
If Applicable Insert									

1 Total Records: 1

Section 5 reports other participation in Learned and /or Professional Societies completed during the reporting period, using the following headings:

- Activity – from pull down menu select the appropriate category;
- Organization Name – provide the name of the organization hosting the activity;
- Description – describe the nature of the contribution;
- Year – provide the year the event occurred;
- Conference – provide conference/society;
- Location – where the activity took place;
- Activity Start –start date for activity;
- Activity End – end date for the activity.

Select “Insert” to save the entry.

Record each activity as a new entry.

Section 5: Participation In Learned and/or Professional Societies

Scholarship and Research Activities - Section 5: Participation In Learned and/or Professional Societies

Activity	Organization Name	Description	Year	Conference	Location	Activity Start	Activity End
Non refereed Papers presented	Earth Activists	Contribution to annual meeting special session on Evolution of the Earth's crust.	2014	Earth Activists Society AIGW	Kalamazoo, MI	2014/06/15	2014/06/18

1 Total Records: 1

Section 6 reports participation in Conferences/Symposium completed during the reporting period, using the following headings:

- Activity – from pull down menu select the appropriate category;
- Organization Name – provide the name of the organization hosting the activity;
- Description – describe the nature of the contribution;
- Year – provide the year the event occurred;
- Conference – provide conference/society;

Location – where the activity took place;

Activity Start –start date for activity;

Activity End – end date for the activity.

Select “Insert” to save the entry.

Record each activity as a new entry.

Section 6: Participation in Conference / Symposium

Scholarship and Research Activities - Section 6: Participation in Conference / Symposium

Activity	Organization Name	Description	Year	Conference	Location	Activity Start	Activity End	
Organization Committee for Conference/Symposium	Barth Activists Society	Technical Program coordinator for the Barth Activists Society Annual Meeting	2014	Barth Activists Society AGM	Kalamazoo MI	2014/06/15	2015/06/18	Insert

1 Total Records: 1

Section 7 reports other participation in International Activities completed during the reporting period, using the following headings:

Activity – from pull down menu select the appropriate category;

Organization Name – provide the name of the organization hosting the activity;

Description – describe the nature of the contribution;

Year – provide the year the event occurred;

Conference – provide conference/society;

Location – where the activity took place;

Activity Start –start date for activity;

Activity End – end date for the activity.

Select “Insert” to save the entry.

Record each activity as a new entry.

Section 7: Participation in International Activities

Scholarship and Research Activities - Section 7: Participation in International Activities

Activity	Organization Name	Description	Year	Conference	Location	Activity Start	Activity End	
International activities	Foreign Services Conference	Annual Conference	2014	Meeting of Minds	Beijing	2014/12/05	2014/12/08	Insert

1 Total Records: 1

Section 8 reports on any Awards or Special Distinctions received during the reporting period, using the following headings:


- Activity – from pull down menu select the appropriate category;
- Organization Name – provide the name of the organization hosting the activity;
- Description – describe the nature of the contribution;
- Award Date – date the award/distinction was granted.

Select “Insert” to save the entry.

Record each activity as a new entry.

Section 8: Awards and/or Special Distinctions

Scholarship and Research Activities - Section 8: Awards and/or Special Distinctions

	Activity	Organization Name	Description	Award Date	
	Awards received <input type="text"/>	Brock University <input type="text"/>	Faculty of Mathematics and Science Distinguished Teaching Award <input type="text"/>	2014/06/12 <input type="text"/>	<input type="button" value="Insert"/>
1 Total Records: 1					

University and Community Activities:

This section reports participation in University and Community activities over the reporting period. There are three different subsections this section:

- 1) Section 1: Committee Responsibilities - at the University level (e.g. Senate), the Faculty level (e.g. Faculty Curriculum Committee) and at the Departmental level (e.g. Hiring Committee);
- 2) Section 2: Other Duties;
- 3) Section 3: Participation in Community Affairs.

Multiple entries are possible for each section. Information for each entry can be input by entering the details and clicking the corresponding “Insert” button.

University and Community Activities

Section 1: Committee Responsibilities

University and Community Activities - Section 1: Committee Responsibilities

Activity	Committee Type	Committee Name	Committee	Activity Start	Activity End	
Committee Responsibilities (including Departmental) at Brock University	University Based Committee	Senate	Senate member	2014/06/14	2015/06/13	
Committee Responsibilities (including Departmental) at Brock University	University Based Committee	Academic Review Committee	Senate Committee	2014/06/14	2015/06/13	Insert

1 Total Records: 2

Section 2: Other Duties

University and Community Activities - Section 2: Other Duties

Activity	Committee Name	Description	Activity Start	Activity End	
Other Duties (other than teaching) at Brock University	SMART Start	Daily welcome during the summer 2014 SMART Start program	2014/06/23	2014/08/08	Insert

1 Total Records: 1

Section 3: Participation in Community Affairs

University and Community Activities - Section 3: Participation in Community Affairs

Activity	Organization Name	Description	Activity Start	Activity End	
Participation in Community Affairs (outside Brock University)	Association of Professional Geoscientists of Ontario	Academic reviewer of applicants for membership in the APGO	2014/06/01	2015/08/31	Insert

1 Total Records: 1

Professional Development:

This section reports Professional Development information. The information can be input by entering the details and clicking on the corresponding “Insert” button.

Professional Development

Section 1: Professional Development Activities

Professional Development - Section 1: Professional Development Activities

Activity	Organization Name	Description	Activity Start	Activity End	
Professional Development Activities engaged in during the period (specify location)	Center for Pedagogical Innovation	Learning Outcomes Workshop	2014/08/11	2014/08/11	Insert
1 Total Records: 1					

Outside Professional Activities:

This section reports Outside Professional Activities information. There are three different subsections in this section. The information can be input by entering the details and clicking on the corresponding “Insert” button.

Outside Professional Activities (Optional)

Section 1: Remunerated Activities

Outside Professional Activities (Optional) - Section 1: Remunerated Activities

Activity	Organization Name	Description	Activity Start	Activity End	
					Insert

1 Total Records: 0

Section 2: Non-Remunerated Activities

Outside Professional Activities (Optional) - Section 2: Non-Remunerated Activities

Activity	Organization Name	Description	Activity Start	Activity End	
Non-Remunerated Activities (Please list below the names of organizations served and the kinds of services provided)	AMEC Foster Wheeler	Review of petrographic study report	2014/08/25	2014/08/25	Insert

1 Total Records: 1

Section 3: Brief Outline of Outside Professional Activities

Outside Professional Activities (Optional) - Section 3: Brief Outline of Outside Professional Activities

Activity	Organization Name	Description	Activity Start	Activity End	
Brief outline of Minor outside professional activities	Association of Professional Geoscientists of Ontario	Association representative on the Canadian Geoscience Standards Board	2014/06/01	2015/05/31	Insert

1 Total Records: 1

Creating PDF file for submission:

To print a copy of the submission for your files, please scroll to the top of the page and click the Export PDF button to generate a PDF file.

Annual Report

Please select a Report Year * 2014 - 2015

Go Export PDF 

Reporting Period - July 1, 2014 to June 30, 2015

If you need assistance please contact IT Helpdesk @ 4357.