Faculty Annual Report

Academic Year:20\_\_ /20\_\_

Fill a soft copy of the report and add rows to the tables as appropriate

Due June 15, of each academic year  
When completed, please submit a signed copy to your department Head

& by email to:

In compliance with Article 37 of GJU Regulation No. (96)/ 2009, issued in accordance with Article 35 of the Jordanian universities Law No. (20) 2009 Article (37): A faculty at GJU submits to the department head an annual report (at the end of the second quarter of each academic year) on his activities in teaching and academic supervision and scientific research and other academic activities related to community service and development, and committees.

T

eaching, research, and community service represent the core mission of GJU and are given the utmost attention. GJU Faculty are required to contribute to this mission, by dedicating much of their time and effort. Their role is both significant and valuable. Their dedication, professional expertise, character, competence, and commitment influence largely the community, the society at large, and more specifically GJU students’ life, moral, and future profession. A good and visionary faculty can play a prominent role in shaping the future of hundreds of students and contributing to a competent generation. Therefore, GJU will strive to recruit and retain the best and most competent faculty who are progressive, proactive, and can play a constructive role in the academic environment. This report is meant to evaluate faculty contribution, performance, and commitment to GJU.

As a faculty at GJU, please report on your activities during 20\_\_ /20\_\_ , according to the following structure.

# Personal information

Name:…………………………………………………………………………………………………………………………………

School: ………………………………………………………………………………………………………………………………

Department: ……………………………………………… Specialization (major/minor): …………………………………………

Date of appointment: …………………………………………………………………………………………………………………

Rank:

Part time lecturer

Lecturer

Assistant Instructor

Instructor

Assistant Professor

Associate Professor

Professor

Industrial Professor

# Teaching

Teaching is a holistic approach necessary to integrate both theoretical and practical aspects as well as critical thought, moral values, and factual studies to broaden student learning experience and make it more relevant to the real world. This is evaluated by answering the following:

## List all the courses/sections you have taught during the first and second semesters of 20\_\_ / 20\_\_at GJU.

## First Semester 20\_\_ /20\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course**  **section code, no.** | **Course Title** | **Enrolment** | **Student Evaluation** | | **Textbook/**  **Education Tools Used**  **(***Text books, Notes, Slides, software, etc.)* |
| **Instructor** | **Course** |
|  |  |  |  | |  |
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Second Semester 20\_\_ /20\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course code, no.** | **Course Title** | **Enrolment** | **Student Evaluation** | **Textbook/**  **Tools Used** |
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## List all the courses you have taught during the academic year of 20\_\_ / 20\_\_at other institutions

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution Name** | **Course Title** | **Enrolment** | **Target group**  ***(i.e****. students, public employee, private)* |
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Comments if any:

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## Provide information on the substantial student projects (graduation Project II/ practicum) that you have supervised

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of Graduation Project II** | **Student(s) name** | **Source of funding** | **Outcome of the Project**  *(i.e report, devise prototype, patent)* |
|  |  |  |  |
|  |  |  |  |
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## Provide information on the completed Master or Ph.D. theses that you have supervised in the year 20\_\_/20\_\_.

|  |  |  |
| --- | --- | --- |
| **Thesis Title** | **Student name** | **Outcome of the Thesis (**i.e. paper, report, etc.) |
|  |  |  |
|  |  |  |
|  |  |  |

# Research

Research is a duty to advance science and increase knowledge. GJU encourages its faculty to conduct both basic and applied research and contribute to a flourishing innovative environment.

## Provide information on your publications (Accepted, Published during the year 20 /20 )

**Journal Papers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Paper Title** | **Authors** | **Journal name** | **Citation**  *(Vol., pp/ accepted)* | **Indexed**  *(SCI, SCIE, ISI)* | **Impact factor** |
|  |  |  |  |  |  |
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**Conference Papers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Paper Title** | **Authors** | **Conference name, date and location** | **Vol, No, pages** |
|  |  |  |  |
|  |  |  |  |
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**Other Publications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Paper Title** | **Authors** | **Publishers** | **Vol, No, pages** |
|  |  |  |  |
|  |  |  |  |
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## Provide information on the research projects (Submitted or Funded – during 20\_\_ /20\_\_ ).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Research Project Title** | **Investigators** | **Amount** | **Funding source** | **Your role** *(PI, participant)* |
|  |  |  |  |  |
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Community service

Community service is a duty to cultivate outreach to communities. In order to strengthen links with public and private institutions, GJU encourages interaction with public organizations, civil society, industry, businesses, and NGOs.

Provide information on the non-academic activities that you have performed **inside the university** (committees, tasks, administration posts, Industry relations and linkages, Training courses)

|  |  |  |
| --- | --- | --- |
| **Activity** | **School** | **Period( from (date),…, to(date)…)** |
|  |  |  |
|  |  |  |
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## Provide information on activities directed to the **Jordanian community** that you have performed (lectures, volunteering, Industry relations and linkages, Training courses, Membership of editorial boards or refereeship for periodicals)

|  |  |  |
| --- | --- | --- |
| **Name of Activity** | **Location** | **Date and Period** |
|  |  |  |
|  |  |  |
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## Provide information on activities directed to the **International community** that you have performed (lectures, reviewing, societies membership, Industry relations and linkages, Training courses, Membership of editorial boards or refereeship for periodicals)

|  |  |  |
| --- | --- | --- |
| **Name of Activity** | **Name of International body** | **Date and period** |
|  |  |  |
|  |  |  |
|  |  |  |

## Report any other activities that were not previously listed

#### ……………………………………………………………………………………………………

#### ……………………………………………………………………………………………………

#### ……………………………………………………………………………………………………

#### ……………………………………………………………………………………………………

# Honors, Awards, fellowships & scholarships (*2 points each*)

|  |  |  |
| --- | --- | --- |
| **Name of Achievement** | **Sponsor & Location** | **Date and period** |
|  |  |  |
|  |  |  |
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Feedback to GJU

Please provide us with any feedback that could be helpful to improve GJU as educational and research institution and as an employer.

*…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

# Review and Comment

## The report has been discussed with the Department Head (for faculty members) / Dean (for Department Heads).

Yes  No

1. Comments by the Department head or the Dean if any:

*……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*

1. I hereby certify that all of the above information provided in this application is complete and correct to the best of my knowledge

Faculty Name: …………………………………………….; Department Head / Dean Name:………………………………………

Signature:…………………………………………………; Signature:………………………………………………………...........

Location and date: ………………………………………..; Location and date: ………………………………………………….