Library Faculty Annual Report of Activities
(To be completed by the individual being evaluated)

NOTE: This is a report of any activities you wish to call to the attention of your supervisor prior to your performance evaluation. Following is a suggested outline for your report. Completing the form and returning it to your supervisor at least five (5) days before your evaluation date is your responsibility. (If you do not return the form within the specified time, your supervisor will complete the evaluation without your input.)

<table>
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<tr>
<th>Name</th>
<th>Date</th>
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<tr>
<td>Department</td>
<td>Position Title</td>
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Key responsibilities and duties based on the letter of assignment. (List the significant tasks and duties accomplished that you feel are most important for the purposes of determining your overall performance level.)

Accomplishments/progress on established goals.

Other contributions and accomplishments, or activities that merit special recognition. (Include service to the library, university, profession, community, publications, presentations, etc.)

Professional development activities.

Suggested goals for the coming year.

Other comments and/or suggestions on how the department/library could help you achieve your goals.