

DIRECTIONS FOR ANNUAL REVIEW PRESENTERS

1. Read the file

- When will files be ready for review
- Where will files be located

2. Prepare a file summary

- Background Information

Name

Department

Year of first appointment at USC

Rank

Other appointments

Other pertinent information

- Teaching

Classroom Competence

 Courses taught

 Student evaluations of teaching

 Peer evaluation

Innovations in Teaching

 Courses developed/revised

Student support

 # Advisees

 # Theses

 # Projects

 # Practica

Improvement in Teaching

- Research

Formal Publications

Funding

Presentations

- Service

Contributions to the:

 University

 Arnold School of Public Health

 Department

 Profession

 Community