**Department of Asian Languages and Literature**

**Faculty Activity Report (Spring 2024 – Winter 2025)**

**Due Monday, April 7, 2025 (Send to asianlladmin@uw.edu)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Report Period*: Spring 2024, Summer 2024, Autumn 2024, Winter 2025 (4 quarters)

*Explanation and Instructions*:

The Faculty Activity Report documents your achievements and contributions in the areas of teaching, service, and scholarship. This annual report is an important part of your professional record. It will be consulted for promotions, reappointments, merit reviews, and regular conferences with the Chair. All current faculty who anticipate being hired in a future year should submit it.

The information on this form is also helpful for compiling aggregate data about the department faculty’s collective achievements that can be used in preparing our Department Fact Sheet, reports to the College, and information for communities inside and outside of UW.

Please do your best to provide complete and clear information about all your professional activities over the past year. If you have questions about how to fill out the form, consult the chair.

Note that instructional-line faculty (lecturers and teaching professors) have no obligation to publish research. This flexible form is designed for use by department faculty of all ranks and titles. You are not expected to be able to fill in every section every year, and some sections may not be relevant at all for your rank and title. Feel free to delete empty sections in order to make the form more compact and easy to read. You may insert or delete table rows as needed.

Provide your information only in the shaded areas of the form.

**0. Leaves**

If you took sabbatical leave or grant-funded leave, were granted a teaching or service reduction, or had any other special circumstance that reduced your expectations for teaching, research, or service during the reporting period, please describe it here. This will help others to properly interpret the data on the rest of the form. Examples: “Autumn 2023: sabbatical leave”; “Winter 2024: RRF-funded two-course teaching release”.

|  |
| --- |
|  |

**I. Teaching**

**A. Regular courses**

List all of the courses you taught during the report period, including those in other departments. (List any independent study and tutorial courses in part D below, not here.) For each course give the course number, course title, number of credits, number of students officially enrolled, and whether the course was subject to standardized student evaluations. (Enrollments can be retrieved from the online time schedule archive.) Under course title, also indicate if the course was co-taught or cross-listed. *You can find information on your past courses at myuw.edu under the “Teaching” tab.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Quarter | Course prefix/no. | Course title | Credits | No. of students | Student evals? Y/N |
| *Example* | *VIET 121* | *First-year Heritage Vietnamese* | *5* | *17* | *Y* |
| Spring 2024 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Summer 2024 |  |  |  |  |  |
|  |  |  |  |  |  |
| Autumn 2024 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Winter 2025 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

If you taught fewer courses than your regular course load, indicate the reason (such as sabbatical, grant support, teaching leave, etc.). If two or more of the course numbers you listed are taught as a single course, please indicate that (e.g. CHIN 342/442).

|  |
| --- |
|  |

**B. Teaching assistants**

Describe your supervision of teaching assistants.

|  |  |  |  |
| --- | --- | --- | --- |
| Quarter | Course no. | No. of assistants | Remarks, if any |
| Spring 2024 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Summer 2024 |  |  |  |
|  |  |  |  |
| Autumn 2024 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Winter 2025 |  |  |  |
|  |  |  |  |
|  |  |  |  |

**C. Independent studies**

List all independent study courses (numbered 491, 499, 600, 700, 800, etc.) that you supervised during the report period. Give the names of the students enrolled and indicate the number of credits. *You can find information on independent studies at myuw.edu under the “Teaching” tab.*

|  |  |  |  |
| --- | --- | --- | --- |
| Quarter | Course no. | Name of student | No. of credits |
| Spring 2024 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Summer 2024 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Autumn 2024 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Winter 2025 |  |  |  |
|  |  |  |  |
|  |  |  |  |

**D. Teaching Development**

Describe changes you made to improve your teaching and courses. This includes the creation of new courses, the adoption or development of new materials, and innovations in teaching technologies or approaches.

|  |
| --- |
|  |

**E. Graduate training**

List all MA and PhD committees on which you served (including those in other departments) during the report period. Indicate your role on each committee—**chair**, **member**, or **GSR**—and whether the degree has been **conferred** or is **in progress**. If the degree has been conferred, indicate the quarter as well. You can retrieve this information from the [MyGrad Committee View](https://grad.uw.edu/for-faculty-and-staff/mygrad-faculty-view/).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of student | Department | MA or PhD | Your role | Degree status |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**II. Research and Professional Development**

**A. Publications**

List your research publications completed during the report period. Do not list publications cited in earlier activity reports unless there has been a change of status (e.g., from “in progress” to “in press”).

For each publication provide the following:

- **type of publication** (e.g., monograph, article, book review)

- **name of principal author** (for co-authored publications)

- **current status of the publication** (e.g., **submitted**, **accepted for publication**, **in press**, **in print**. Do not use the vague term “forthcoming”.);

- **publication venue and page range** (if known, otherwise give approximate word count)

- ***whether the publication was peer-reviewed***

If a publication is a reprint, revision, or translation of an earlier work, so indicate.

|  |
| --- |
|  |

**B. Invited talks and conference participation**

List invited talks, papers presented at conferences, or participation in other professional conferences, symposia, workshops, etc. For each event listed specify the organization involved, title of event or panel, and give the date, location, and the title of any presentation made.

|  |
| --- |
|  |

**C. Professional training**

List activities related to your professional development, such as teaching-related certifications and participation in training workshops. (Contributions to the professional training of others, such as hosting workshops for high school teachers, should be listed in Part III, Section B below, not here.)

|  |
| --- |
|  |

**D. Research and professional development activities not reported above**

List any research activity not otherwise listed above, e.g. grants or fellowships received, collaborative research projects, etc.

|  |
| --- |
|  |

**III. Service**

**A. Service to the university (internal)**

List Department, College, University, and other UW committees on which you served during the report period. Specify your role on the committee (e.g. “Chair”, “Member”). List any other service assignments within the university that you carried out during the past year.

1. Service assignments appointed by the Department Chair (examples: program coordinator, department standing committee, ad-hoc reappointment or search committee)

|  |
| --- |
|  |

1. Service assignments appointed by the Program Coordinator (examples: program-internal standing committee like TA selection or fellowship awards)

|  |
| --- |
|  |

1. Other appointed service assignments within the university

|  |
| --- |
|  |

1. Other service within the university that was not appointed

|  |
| --- |
|  |

**B. Service to the profession (external)**

List professional service carried out during the report period for academic organizations or institutions external to the UW. This includes service to scholarly societies and academic journals, pre-publication reviews of scholarly articles and books, external evaluations of programs, reviews of promotion cases, hosting of workshops and conferences, etc.

|  |
| --- |
|  |

**C. Service to the community (external)**

List any professional service carried out during the report period on behalf of community organizations. This includes public lectures, board service, volunteer interpretation or translation, etc.

|  |
| --- |
|  |

**IV. Diversity, Equity, Justice, Inclusion and Access (DEJIA)**

The College of Arts & Sciences [states](https://artsci.washington.edu/about/diversity-equity-inclusion): “We value and honor diverse experiences and perspectives in our teaching and research and strive to create welcoming and equitable learning environments, and promote access, opportunity and justice for all.”

List any efforts you have made to contribute to the mission of promoting equity, diversity, justice, and inclusion in your teaching, research, service, or other aspects of your professional work. Many different types of activities are appropriate to list here. Some examples include:

* Research work that promotes equity in society, highlights inequities, or increases representation of under-represented groups;
* Efforts to attract under-represented or minority students into classes and provide appropriate accommodations;
* Efforts to recruit and build a diverse faculty and staff and to promote gender equality;
* Inviting speakers to classes, workshops, or other events who promote a diversity of views and expand representation;
* Outreach to under-represented or under-served communities within or outside UW;
* Contributions to the development and realization of department policies and activities that promote DEJIA;
* Developing and/or teaching DEJIA-related course content ranging from individual lesson plans (e.g. discussions of gendered pronouns in language classes) to entire courses (e.g. literatures or media of minority, colonized, or female writers).

The College provides a [list of EJI-related resources](https://artsci.washington.edu/about/diversity-equity-inclusion/resources-for-faculty) on campus for faculty.

*Note*: Providing accommodations that are mandated for students by the office of Disability Resources for Students (DRS) is not considered a DEJIA contribution and should not be listed.

|  |
| --- |
|  |

**V. Awards and Honors**

List any awards or honors received during the report period as a result of your teaching, research, or professional service.

|  |
| --- |
|  |

**VI. Other**

List any other professional activities during the report period not described above that you would like to note.

|  |
| --- |
|  |