SFL YEARLY PERFORMANCE REPORT

Year: 2012
Name of Instructor: _________________________________
Academic Id. No.: _________________________________

Mark the relevant box.
N.B. In items with GIVE DETAILS, mark the relevant box and where necessary, write the details in the space provided on the last page.

DEPARTMENT:  DBE  DML

1. PRIMARY DUTIES
(Primary duties will be entered by the Administration.)

1.1 Teaching load in SFL

1.1.1 Minimum teaching load required by the Department
(DBE: 15 hrs/w, DML: 12 hrs/w)

Spring
Fall

1.1.2 Maximum teaching load required by the Department
(DBE: 20 hrs/w, DML: 16 hrs/w)

Spring
Fall

1.1.3 Reduced teaching load in the DBE or DML

Spring
Fall

1.1.4 Administrative Duty

Spring
Fall

1.2 Teaching done in another Department at METU or another university in Ankara (article 40/a) (GIVE DETAILS: pls. specify course title / Dept.)

Spring
Fall
2. **STUDENT EVALUATION**  
(Departmental evaluation will be entered by the Administration.)  

2.1 Top 20% (28 – 21.1 pts.)  
2.2 21% - 40% (21 – 14.1 pts.)  
2.3 41% - 60% (14 – 7.1 pts.)  
2.4 61% - 80% (7 – 0.1 pts.)  

3 **DIPLOMAS / DEGREES / CERTIFICATES**  
(Valid only for the year obtained.)  

3.1 Ph.D. (GIVE DETAILS: pls. specify the field / institution / date)  
   - 3.1.1 ELT related, obtained from Faculty of Education  
   - 3.1.2 Disciplines other than ELT/Education  

3.2 M.A. / M.S. (GIVE DETAILS: pls. specify the field / institution / date)  
   - 3.2.1 ELT related, obtained from Faculty of Education  
   - 3.2.2 Disciplines other than ELT/Education  

3.3 Certificates in ELT or a related field  
   - 3.3.1 CTE (SFL Certificate in Teaching English)  
   - 3.3.2 Initial Departmental In-Service Program  
   - 3.3.3 DOTE / DTEFLA (GIVE DETAILS: pls. specify the institution / date)  
   - 3.3.4 Other certificates obtained from short-term courses (2-3 weeks, intensive or 7-8 weeks, with a similar number of contact hours) (GIVE DETAILS: pls. specify the institution / date / relevant details)  

4. **COMMITTEE WORK**  

If you have served only **one** term, please indicate within brackets, the term. (Fall / Spring)  

4.1 Member, representing SFL on permanent committees set up by the Office of the President  
   - 4.1.1 Please underline the one that applies: University Senate, Discipline, Scholarship, Self-Assessment and Strategic Planning, English Interview Exam Committee, GISAM, Center for Continuing Education (SEM), Science and Society  
   - 4.1.2 Other ……………………………………………………………………………………………………………………………..  

4.2 Member, representing the School or Department on permanent committees set up by the President’s Office or the Office of the Director  
   - 4.2.1 Please underline the one that applies: SFL Self-Assessment, SFL Curriculum, SFL Executive Board, SFL Board  
   - 4.2.2 Proficiency Exam (test-writer)  
   - 4.2.3 Other ……………………………………………………………………………………………………………………………..
4.3 Member, on permanent or one-term long committees set up by the Office of the Chairperson

☐ 4.3.1 Test-writer for a group in the DBE
☐ 4.3.2 Member of testing committee in the DML
☐ 4.3.3 Make-up test-writer for a group or for a specific course
☐ 4.3.4 Proofreading tests (in DBE)
☐ 4.3.5 Department self-assessment committee membership
☐ 4.3.6 Department syllabus / materials unit
☐ 4.3.7 Department Curriculum Committee
☐ 4.3.8 Department Teacher Development Unit
☐ 4.3.9 Elective course testing in DML
☐ 4.3.10 Other ........................................................................................................................................

5. LAB / CENTER / COURSE / PROGRAM DEVELOPMENT

☐ 5.1 Contribution to the establishment of computer / language lab, center, and the like (GIVE DETAILS: pls. specify the relevant details)
☐ 5.2 Contribution to the development of a new course or program of instruction (GIVE DETAILS: pls. specify the relevant details)
☐ 5.3 Regular contribution to Academic Writing Center (GIVE DETAILS: pls. specify the hrs/w and term)
☐ 5.4 Contribution to the development of a new elective course syllabus
☐ 5.5 Other relevant work (GIVE DETAILS: pls. specify the relevant details)

6. CONFERENCES

6.1 Conference convenor

☐ 6.1.1 National conference (GIVE DETAILS: pls. specify the relevant details)
☐ 6.1.2 International conference (GIVE DETAILS: pls. specify the relevant details)

☐ 6.2 Work on Conference Organizing Committee

6.3 Presenter at a conference (abstract to be shown, when required)

☐ 6.3.1 National conference
☐ 6.3.2 International conference in Turkey
☐ 6.3.3 International conference abroad

☐ 6.4 Workshop / Seminar run for colleagues in the Dept. or SFL, announced by the Adm. (GIVE DETAILS: pls. specify the relevant details)
7. PUBLICATIONS
(GIVE DETAILS: pls. specify the relevant details – publisher, page number(s) and so forth)

7.1 Textbook (used in Dept. syllabus)
☐ 7.1.1 Textbook (original)
☐ 7.1.2 Textbook (compilation)
☐ 7.1.3 Textbook (used as supplementary material)

☐ 7.2 Other ........................................................................................................

7.3 Articles
☐ 7.3.1 National journals (refereed)
☐ 7.3.2 International journals (refereed)

7.4 Papers published in the book of conference proceedings
☐ 7.4.1 National
☐ 7.4.2 International

7.5 Editing / Referee work
☐ 7.5.1 Editing conference proceedings book
☐ 7.5.2 Editing journals
☐ 7.5.3 Editing news bulletins of professional organisations
☐ 7.5.4 Editing a textbook

7.6 Brief Research Reports / Letters / Technical Notes / Book reviews
☐ 7.6.1 National journals / News bulletins
☐ 7.6.2 International journals / News bulletins

7.7 Translation
☐ 7.7.1 Translation of a published book
☐ 7.7.2 Translation of a published chapter

8. AWARDS
☐ 8.1 Instructor of the Year—Mustafa Parlar Foundation, etc. (valid if obtained in 2010, subject to the approval of the SFL Executive Board), excluding METU Performance Award.

Signature of Instructor : ................................................................. Date : .........................

<table>
<thead>
<tr>
<th>Approved by Chairperson</th>
<th>2nd Approval (if necessary, i.e. in case of objection)</th>
<th>Approved by Director</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>