Annual report

Submission deadline: Between April 1st and June 1st

Documents to be submitted to the Dean, in one copy:

- **Annual Report Appendix:** The Faculty will provide you the appendix in which you will include a general description of your accomplished scholarly activities, academic service activities and graduate supervision in the past year. You will also list the scholarly activities you intend to devote a portion of your time during the next academic year. You will be asked to indicate your intention, if eligible, to apply for tenure and/or promotion, contract renewal or academic leave.

- **Up to date OCGS CV:** [https://web5.uottawa.ca/ssms/login.php](https://web5.uottawa.ca/ssms/login.php)

- All other documents considered pertinent.

Procedures/Evaluation steps

1. The Dean submits your annual report as well as the A-reports to your School or Department.
2. Your Director/Chair (and TPC if applicable) will consider the annual reports and return them to the Dean.
3. Upon reception of the School or Department’s comments, the Dean will evaluate your annual report and send you an evaluation letter.

Evaluation criteria: [Article 23.1.2](#) of the APUO collective agreement

- The Dean evaluates the annual reports to form an opinion regarding the quality of performance of professors for the previous year. He takes note of the projects that each professor intends to carry out in the next academic year. The Dean sends out his comments to each professor.