

**MINNEAPOLIS
COLLEGE of ART and DESIGN**

Faculty Information Form (FIF)

Information is due to your department chair by April 26, 2024.

Required of all full-time and pro-rata faculty.

- Faculty Information Form
- Include compiled MCAD news submissions (refer to <http://mcad.edu/news>); links to MCAD site and if applicable, supporting websites or sources
- Current Curriculum Vitae or Resume

Naming protocol for digital file submission:

calendaryear_faculty last name_faculty first name_item type

Example:

2024_smith_john_FIF

2024_smith_john_news

2024_smith_john_article

2024_smith_john_CV

Name _____ **Date** _____

Faculty Rank _____ **Department** _____

1. Short Professional Biography (see MCAD faculty website and update if needed: <https://www.mcad.edu/academics/faculty>; if no update is needed, indicate “no update needed”)

2. Teaching

a. Teaching: courses taught, notable classroom events, guests, mentoring, etc.

b. Teaching Development: new course or project development, attending pedagogy workshops or conferences, teaching demonstrations, notable changes related to student evaluation and/or Chair feedback

c. Partnerships: List and describe any class projects completed with community or external partners over the past year.

3. Service to the College (i.e., standing committees, ad hoc committees, advisory activities for student groups, special programs, independent studies, etc. List specific leadership roles)

4. Professional Practice and Research (i.e., creative work, publications, exhibitions, research projects, awards and grants. Include dates, locations and publication info.)

5. Professional Activities (i.e., conference attendance or presentations, visiting artist engagements, speaking engagements, further formal education, community engagement, travel for professional activities, etc.)

6. Other (i.e., relevant professional or personal activities not included in the above or on the accompanying vitae and/or resume)

7. Your academic and professional goals for the coming year (i.e., list and briefly explain your goals for contributing to the department or College in the upcoming academic semester and any professional development goals.)

MCAD recognizes that the events of the global pandemic may have impacted your teaching, service, and professional practice/creative work or research. You are invited to include a brief narrative addendum to your Faculty Information Form (FIF) articulating the factors you would like to be taken into consideration in the evaluation of your performance and their impact on your work.