

Sent on behalf of Prof. Sarah Gergel, Associate Dean Academic

Please read carefully for important information on the Faculty of Forestry Annual Activity Reporting

Hello Colleagues,

Not unlike the joy associated with the annual return of the cherry blossoms, salmon, and songbirds, so is it time for the splendour of your 2021 Forestry Annual Activity Reports.

This year's deadline is Friday, May 6, 2022. This information summarizes Faculty member's activities from April 1, 2021 - March 31, 2022 and is used in merit determination.

Identical to last year, the reporting process has **three distinct components** we'd like you to complete.

1. **Fillable PDF** (attached) of the Annual Activity Report Form that allows you to detail your scholarly activities in a two-page narrative, including a field to explain any extenuating circumstances.
2. Your updated **highlighted UBC CV**
3. A brief **online questionnaire** found at: <https://reports.forestry.ubc.ca/> which helps the Dean's Office track teaching loads, equity, diversity & inclusion activities, and alumni engagement. You may need a VPN if completing it from home.

Items 1 and 2 are to be submitted to your respective Departments. Be sure to use the file naming conventions explained in the Annual Activity Report PDF Form.

Just a reminder that you are no longer required to keep your pubs up-to-date on the Faculty of Forestry's website portal because this information will already be in your highlighted CVs (item 2 above). However, the publications portal is still available as an option to summarize your pubs for public display as it's nice to link to your website and it has a variety of helpful display options. (You will see the optional pubs portal on the same page that appears after you login to the questionnaire.)

As always, let me know if you have any questions or concerns.

And lastly, congratulations to each of you for making it through yet another exceptional year and my sincere thanks for helping each other along the way.

Sarah E. Gergel, Associate Dean, Academic



Annual Activity Report 2022

Reporting Period: April 1st 2021 - March 31st 2022.

Due May 6th 2022.

- This annual activity report should be submitted along with your current UBC formatted CV in PDF format. Please use the following naming convention when you submit your report and CV to your Department Administrator:

Surname_First Initial_Annual Report_Current Year.PDF

Surname_First Initial_CV_Current Year.PDF

- All new and ongoing activities undertaken in the past year (1 April - 31 March) **should be highlighted** on the UBC CV.
- This summary sheet offers an opportunity for you to summarise and highlight what you see as your major achievements with respect to research, education, and service (Research Faculty) or education, educational leadership, and service (Educational Leadership Faculty) in the past 12 months.
- In addition, there is an opportunity for you to discuss any extenuating circumstances in the past year, which may have impacted your scholarly activities.
- Both this summary sheet, and the highlighted current UBC CV, must be submitted to be considered for merit and PSA. In addition, you are asked to fill out the brief online faculty questionnaire from the Associate Dean, Academic's office.

Surname:

First Name:

Department

Rank:

In 250 words or less, if relevant, discuss any extenuating circumstances in the past year, which may have impacted your scholarly activities.

In 500 words or less, describe your major scholarly achievements in the past year.