

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

750 FIRST STREET, NE, SUITE 980 • WASHINGTON, D.C. 20002-4241 • (202) 336-6780

DATA SHEET FOR STAFF AND FACULTY MEMBERS

Keep in personnel file at institution; do not send to Council office

Name of Employee YOUR NAME Date of Employment YOUR HIRE DATE

Job Title Indicate Department ex. MAA Faculty Full-or Part-time Indicate Full- or Part-time

EDUCATIONAL INFORMATION

High School Attended _____ Graduation Date _____

List below all post-high school education, beginning with the **most recent**.

Name of Institution	Location	Major*	Degree* and Date Received	Dates Attended

** Your major and degree must read exactly as they read on the transcript, regardless of what you, your school, or the world calls it.*

List any educational certificate or license now held _____

This document was issued by _____ Expiration Date _____

EMPLOYMENT INFORMATION

List each position you have held, beginning with the **most recent**.

Name of Employer	Title	Nature of Duties	Dates Employed

INSTRUCTION/ADMINISTRATION INFORMATION

List your typical duties for a week. List all classes taught and other duties performed, indicating the number of hours spent doing each (D= day, E= evening).

Subject Taught or Duty Performed	Mon	Tues	Wed	Thurs	Fri	Sat
Ex. FS239					4D*	
Dance Club Sponsor	2E* *					

* This indicates that I teach FS239 8a-12p on Fridays.

** This indicates that as the Dance Club Sponsor, I attend the Dance Club Meeting for 2 hours each Monday evening.

What percentage of your working time has been spent during the past month in:

Teaching _____ Administration _____ Counseling* _____ Field Work _____ Other (explain) _____

* REMEMBER: If you are not employed by Ai as a licensed counselor, you may not enter anything for counseling. Time spent advising students should be counted in the ADMINISTRATION section.

PROFESSIONAL DEVELOPMENT INFORMATION

(REMEMBER: All activities listed must include back-up documentation in faculty personnel file or they will be removed.)

- Names, dates, and locations of methods courses or workshops attended in the past three years.
This includes actual classes you have taken, classes you have audited, on-the-job trainings, lectures, etc.
Participation in AiCA-SF sponsored activities such as New Faculty Orientation or 12th Week Activities should be listed with this statement: Record of participation can be found in the Office of Faculty Development.
REMEMBER: All activities listed must include back-up documentation in faculty personnel file or they will be removed
- Names, dates, and locations of conventions or educational meetings attended during the past three years.
Participation in AiCA-SF sponsored activities should be listed with this statement: Record of participation can be found in the Office of Faculty Development.
REMEMBER: All activities listed must include back-up documentation in faculty personnel file or they will be removed
- Organizations and/or professional societies (related to your present position), in which you now hold membership.
This includes professional societies, local groups, and subscriptions to technical journals.
REMEMBER: All activities listed must include back-up documentation in faculty personnel file or they will be removed
- List visits made to prospective employers of your students, businesses, other schools, and/or related organizations during the past year.
This includes almost anything related to art, technology, or your general ed subject: a visit to MOMA, a trip to another school, a meeting with another studio/company...
REMEMBER: All activities listed must include back-up documentation in faculty personnel file or they will be removed

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE, TO THE BEST OF MY KNOWLEDGE.

Signature of Staff Member BE SURE TO SIGN IN INK Date AND DATE IN INK

