### ANNUAL FACULTY ACTIVITY REPORT

**Report Start Date - Report End Date**

**Faculty Name:**

- [Prefix] [Preferred First Name] [Initial of Middle Name] [Last Name] [Suffix]

**Rank:** Faculty/Staff Rank

**College:** College

**Department:** Department

**Tenure Status:** Tenure Status

**On-leave:** [On Leave?]

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**Effort Allocation**

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Percentage of Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>[Teaching Workload Percentage]%</td>
</tr>
<tr>
<td>Research</td>
<td>[Research Workload Percentage]%</td>
</tr>
<tr>
<td>Service</td>
<td>[Service Workload Percentage]%</td>
</tr>
<tr>
<td>Extension</td>
<td>[Extension Workload Percentage]%</td>
</tr>
<tr>
<td>Administration</td>
<td>[Administrative Workload Percentage]%</td>
</tr>
</tbody>
</table>

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### I. TEACHING, ADVISING, CURRICULUM DEVELOPMENT

#### A. Scheduled Teaching

<table>
<thead>
<tr>
<th>Course &amp; Section</th>
<th>Credit Hours Taught</th>
<th>% Resp</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
<th>W</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Course Prefix]</td>
<td>[Course Number]-[Section Number]</td>
<td>Number of Credit Hours</td>
<td>[Percentage Responsible]</td>
<td>Final Number of Students Earning an A</td>
<td>Final Number of Students Earning a B</td>
<td>Final Number of Students Earning a C</td>
<td>Final Number of Students Earning an F</td>
<td>Official Enrollment Number</td>
<td>[Q2: Instructor as Teacher]</td>
</tr>
</tbody>
</table>

#### B. SROI Open Ended Comments

[Term] [Year], [Course Prefix] [Course Number]-[Section Number]

[SROI Open Ended Comments File]

#### C. List any pedagogical innovations that you introduced (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

Field Code Changed
Criteria:
1. Describe any pedagogical innovations that you introduced into this course (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.) has a value

[Term] [Year], [Course Prefix] [Course Number]-[Section Number]
Describe any pedagogical innovations that you introduced into this course (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

D. List any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented

E. List the activities that enhanced student learning and/or student contact with the business community (e.g., guest speaker, SBDC, SBI, or outside projects, field trips, field projects, etc.)

F. Non-Credit Instruction

G. Formal Advising

H. Student Advising - Directed Student Learning
I. Teaching Awards and Honors

<table>
<thead>
<tr>
<th>Screen: Awards and Honors</th>
<th>Items: All records</th>
<th>Criteria is one of:</th>
</tr>
</thead>
</table>
| 1. Purpose is equal to "Teaching"

[Award or Honor Name], [Organization/Sponsor], [Recognition Level], ([Award Status]), ([Month Received Day Received, Year Received]).

Brief Description: [Brief Description/Explanation]

II. INTELLECTUAL CONTRIBUTIONS

A. Refereed Research Publications

<table>
<thead>
<tr>
<th>Screen: Published Work</th>
<th>Items: All records</th>
<th>Criteria (is one of):</th>
</tr>
</thead>
</table>
| 1. Current Status is one of: "Published", "Accepted" and Was this peer-reviewed/refereed? is equal to "Yes" and Contribution Type contains the text "Journal Article"
| 2. Current Status is one of: "Published", "Accepted" and Contribution Type is one of: "Monograph", "Book, Scholarly-New", "Book, Scholarly-Revised"

1. Research monographs/scholarly publications

[list of [Contributors] as "[Last Name], [F. N.] [M. N.]" ([Year Published]). [Title of Contribution.] In [list of [Contributors] as "[F. N.] [M. N.] [Last Name]" ([Ed.],(s.))]. [If this is part of a larger work (e.g., a chapter in a book, contribution to a magazine), Title of Larger Work] ([Issue Number/Volume/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages])]. [City and State of Journal/Publisher]: [Journal/Publisher/Proceedings Publisher]. Submitted: [Month Submitted Day Submitted, Year Submitted]. Accepted: [Month Accepted Day Accepted, Year Accepted]. [Web Address]

Role: [Describe your role]

Abstract/Synopsis: [Abstract/Synopsis]

Full-text item: [Full-text of this item]

Comments: [Comments]

B. Instructional Development Publications

<table>
<thead>
<tr>
<th>Screen: Published Work</th>
<th>Items: All records</th>
<th>Criteria (is one of):</th>
</tr>
</thead>
</table>
| 1. Current Status is one of: "Published", "Accepted" and Contribution Type is one of: "Book, Textbook-New", "Book, Textbook-Revised", "Research Report", "Instructional Software", "Other"
| 2. Current Status is one of: "Published", "Accepted" and Contribution Type contains the text "Book, Chapter"
| 3. Current Status is one of: "Published", "Accepted" and Contribution Type contains the text "Instructor"

1. Books

[list of [Contributors] as "[Last Name], [F. N.] [M. N.]" ([Year Published]). [Title of Contribution.] In [list of [Contributors] as "[F. N.] [M. N.] [Last Name]" ([Ed.],(s.))]. [If this is part of a larger work (e.g., a chapter in a book, contribution to a magazine), Title of Larger Work] ([Issue Number/Volume/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages])]. [City and State of Journal/Publisher]: [Journal/Publisher/Proceedings Publisher]. Submitted: [Month Submitted Day Submitted, Year Submitted]. Accepted: [Month Accepted Day Accepted, Year Accepted]. [Web Address]

Role: [Describe your role]

Abstract/Synopsis: [Abstract/Synopsis]

Full-text item: [Full-text of this item]

Comments: [Comments]

C. Non-Refereed Publications

<table>
<thead>
<tr>
<th>Screen: Published Work</th>
<th>Items: All records</th>
<th>Criteria (is one of):</th>
</tr>
</thead>
</table>
| Field Code Changed

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1. Trade or magazine publications

[list of [Contributors] as "[Last Name], [F. N.] [M. N.]" ([Year Published]). [Title of Contribution.] In [list of [Contributors] as "[F. N.] [M. N.] [Last Name]" ([Ed.],(s.)) if this is part of a larger work (e.g., a chapter in a book, contribution to a magazine), Title of Larger Work] (Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages) [City and State of Journal/Publisher]: [[Journal/Publisher/Proceedings Publisher]] Submitted: [Month Submitted Day Submitted, Year Submitted]. Accepted: [Month Accepted Day Accepted, Year Accepted]. [Web Address]
Role: [Describe your role]
Abstract/Synopsis: [Abstract/Synopsis]
Full-text item: [Full-text of this item]
Comments: [Comments]

2. Conference Presentations

Scope

[list of [Presenters/Authors] as "[Last Name], [F. N.] [M. N.] ([Role])", ([End Year]), [Conference/Meeting Name], "[Presentation Title]", [Sponsoring Organization], [Presentation Type], [Location], ([Invited or Accepted?])
Abstract/Synopsis: [Abstract/Synopsis]
Presentation: [Presentation]
Comments: [Comments]

3. Media Contributions

Screen: Media Contributions
Items: All records

[Award or Honor Name], [Organization/Sponsor], [Recognition Level], ([Award Status]), ([Month Received Day Received, Year Received]).
Brief Description: [Brief Description/Explanation]

D. Research Awards and Honors

Screen: Awards and Honors
Items: All records
Criteria: 1. Purpose is equal to "Scholarship/Research"

[Award or Honor Name], [Organization/Sponsor], [Recognition Level], ([Award Status]), ([Month Received Day Received, Year Received]).
Brief Description: [Brief Description/Explanation]

E. Other Scholarly Activities

1. Newspaper articles/editorials

Screen: Published Work
Items: All records
Criteria: 1. Contribution Type is equal to "Newspaper" and Current Status is one of: "Published", "Accepted"

[Award or Honor Name], [Organization/Sponsor], [Recognition Level], ([Award Status]), ([Month Received Day Received, Year Received]).
Brief Description: [Brief Description/Explanation]
<table>
<thead>
<tr>
<th>Item: All records</th>
</tr>
</thead>
</table>

4. Seminars Attended

| Screen: Faculty Development Activities Attended |
| Items: All records |
| Criteria: |
| 1. Activity Type is equal to "Seminar" |

[[Activity Type] or [Explanation of "Other"}], "[Title]." [Sponsoring Organization], [City], [State], [Country], ([Start Month Start Day, Start Year - End Month End Day, End Year]). Brief Description: [Brief Description]

5. Continuing Education

| Screen: Faculty Development Activities Attended |
| Items: All records |
| Criteria: |
| 1. Activity Type is equal to "Continuing Education" |

[[Activity Type] or [Explanation of "Other"]], "[Title]." [Sponsoring Organization], [City], [State], [Country], ([Start Month Start Day, Start Year - End Month End Day, End Year]). Brief Description: [Brief Description]

6. Faculty Internship

| Screen: Faculty Development Activities Attended |
| Items: All records |
| Criteria: |
| 1. Activity Type is equal to "Faculty Internship" |

[[Activity Type] or [Explanation of "Other"]], "[Title]." [Sponsoring Organization], [City], [State], [Country], ([Start Month Start Day, Start Year - End Month End Day, End Year]). Brief Description: [Brief Description]

7. Other Faculty Development Activities Contributions

| Screen: Faculty Development Activities Attended |
| Items: All records |
| Criteria: |
| 1. Activity Type is equal to "Other" |

[[Activity Type] or [Explanation of "Other"]], "[Title]." [Sponsoring Organization], [City], [State], [Country], ([Start Month Start Day, Start Year - End Month End Day, End Year]). Brief Description: [Brief Description]

8. Professional Certifications

| Screen: Licenses and Certifications |
| Items: All records |

[Title of Licensure/Certification], [Sponsoring Organization], [State], [Scope]. ([Month Obtained Day Obtained, Year Obtained - Expiration Month Expiration Day, Expiration Year]). Description: [Description]

9. Publication Works in Progress

| Screen: Published Work |
| Items: All records |
| Criteria: |
| 1. Current Status is not equal to "Published" and Current Status is not equal to "Accepted" |

[list of Contributors as "[Last Name], [F. N.] [M. N.]." [Year Published]], [Title of Contribution.] In [list of Contributors as "[F. N.] [M. N.] [Last Name]."] [If this is part of a larger...]

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F. Contracts, Grants, and Sponsored Research

1. Grants Submitted

| Screen: Contracts, Fellowships, Grants and Sponsored Research |
| Items: All records |
| Criteria: |
| 1. **Current Status** is equal to 'Currently Under Review' |

- [list of Investigators] as "[Last Name], [F. N.] [M. N.] ([Role: Role Description]), [Title]." Sponsored by [Originating Sponsoring Organization], [Sponsoring Organization 2], [Awarding Organization Is], $[Amount]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). ([Current Status]).
  - Abstract: [Abstract]
  - Abstract: [Abstract]
  - Award Letter: [Award Letter]
  - Comments: [Comments]

2. Grants Rejected

| Screen: Contracts, Fellowships, Grants and Sponsored Research |
| Items: All records |
| Criteria: |
| 1. **Current Status** is equal to 'Not Awarded' |

- [list of Investigators] as "[Last Name], [F. N.] [M. N.] ([Role: Role Description]), [Title]." Sponsored by [Originating Sponsoring Organization], [Sponsoring Organization 2], [Awarding Organization Is], $[Amount]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). ([Current Status]).
  - Abstract: [Abstract]
  - Abstract: [Abstract]
  - Award Letter: [Award Letter]
  - Comments: [Comments]

3. On-Going Research Support

| Screen: Contracts, Fellowships, Grants and Sponsored Research |
| Items: All records |
| Criteria: |
| 1. **Current Status** is equal to 'Funded' |

- [list of Investigators] as "[Last Name], [F. N.] [M. N.] ([Role: Role Description]), [Title]." Sponsored by [Originating Sponsoring Organization], [Sponsoring Organization 2], [Awarding Organization Is], $[Amount]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). ([Current Status]).
  - Abstract: [Abstract]
  - Award Letter: [Award Letter]
  - Comments: [Comments]

III. PROFESSIONAL SERVICE

A. University Service

1. Department Service

| Screen: Department |
| Items: All records |
2. College Service

[[Position/Role] or [Explanation of "Other"], [Committee/Organization Name], [Were you elected or appointed?], [Compensated], ([Start Month Start Day, Start Year - End Month End Day, End Year]).
Responsibilities/Brief Description: [Responsibilities/Brief Description]
Accomplishments/Progress of Goals: [Brief Description of Committee's Key Accomplishments]

3. University Service

[[Position/Role] or [Explanation of "Other"], [Committee/Organization Name], [Were you elected or appointed?], [Compensated], ([Start Month Start Day, Start Year - End Month End Day, End Year]).
Responsibilities/Brief Description: [Responsibilities/Brief Description]
Accomplishments/Progress of Goals: [Brief Description of Committee's Key Accomplishments]

4. Thesis Committee Service

[[Position/Role] or [Explanation of "Other"], [Committee/Organization Name], [Were you elected or appointed?], [Compensated], ([Start Month Start Day, Start Year - End Month End Day, End Year]).
Responsibilities/Brief Description: [Responsibilities/Brief Description]
Accomplishments/Progress of Goals: [Brief Description of Committee's Key Accomplishments]

5. Service Awards and Honors

[Award or Honor Name], [Organization/Sponsor], [Recognition Level], ([Award Status]), ([Month Received Day Received, Year Received]).
Brief Description: [Brief Description/Explanation]

B. Professional Activities

1. Consulting/board of directors

[[Consulting Type] or [Explanation of "Other"], [Client/Organization], [Location], [compensated], ([Start Month Start Day, Start Year - End Month End Day, End Year]).
Brief Description: [Brief Description]

2. Professional Service
C. Community Service

1. Civic or community service

IV. HONORS/AWARDS/RECOGNITIONS

V. OTHER ACTIVITIES NOT LISTED ABOVE

A. Faculty Development

B. Publications

C. Administrative Assignments