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?]

### 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>

### I. TEACHING, ADVISING, CURRICULUM DEVELOPMENT

#### A. Scheduled Teaching

<table>
<thead>
<tr>
<th>[Term] [Year]</th>
<th>Course Prefix</th>
<th>Course Number-[Section Number]</th>
<th>Number of Credit Hours</th>
<th>[Percent Responsible] %</th>
<th>Final Number of Students Earning an A</th>
<th>Final Number of Students Earning a B</th>
<th>Final Number of Students Earning a C</th>
<th>Final Number of Students Earning a D</th>
<th>Final Number of Students Earning an F</th>
<th>Official Enrollment Number</th>
<th>[Q2: Instructor as Teacher]</th>
<th>[Q4: Course Quality]</th>
<th>New Course Preparation?</th>
<th>New Format for Existing Course?</th>
</tr>
</thead>
</table>

#### B. SROI Open Ended Comments

Commented [RA1]: Remove SROI Open Ended Comments.
C. List any pedagogical innovations that you introduced (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

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

Describe 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.)

Describe any activities in your course that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.)

F. Non-Credit Instruction

- [Instruction Type] or [Explanation of “Other”], [Sponsoring Organization], [Number of Participants], [Start Month Start Day, Start Year - End Month End Day, End Year].
  
  Description: [Description]

G. Formal Advising

- Academic Year: [Academic Year]
  - Total Undergraduate: [Number of Undergraduate Students Advised]
  - Graduate: [Number of Graduate Students Advised]

H. Student Advising - Directed Student Learning

- Directed Student Learning (e.g., theses, dissertations)
I. Teaching Awards and Honors

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

Brief Description: [Brief Description/Explanation]

II. INTELLECTUAL CONTRIBUTIONS

A. Refereed Research Publications

[Criterion (is one of):
1. Involvement Type is equal to 'Internship'
2. Involvement Type does not have a value

[Course] [Course Number], [(Stage of Completion)], [Number of Credit Hours credit hour(s)].

Advised: [list of [[Student First Name] [Student Last Name]]. Graduation Semester: [Graduation Semester Term] Graduation Semester Year] separated by "," ]

Comment: [Comments]

1. Research monographs/scholarly publications

[Criterion (is one of):
1. Current Status is one of: "Published", "Accepted" and Was this peer-reviewed/refereed? is equal to 'Yes'
2. Current Status is one of: "Published", "Accepted" and Contribution Type contains the text "Journal Article"

[Criterion (is one of):
1. Current Status is one of: "Published", "Accepted" and Contribution Type contains the text "Monograph", "Book, Scholarly-New", "Book, Scholarly-Revised"

[Criterion (is one of):
1. Research monographs/scholarly publications

[Criterion (is one of):
1. Books

[Criterion (is one of):
1. Instructional Development Publications

[Criterion (is one of):
1. Instructional Development Publications

Commented [RA3]: Print hard-coded label "Brief Description" only if data exists.

Commented [RA4]: Print hard-coded labels "Role", "Abstract/Synopsis", "Full-text item", and "Comments" only if data exists.

Formatted: Indent: First line: 0"
C. Non-Refereed Publications

Screen: Published Work
Items: All records
Criteria: is one of:
1. Current Status is one of: "Published", "Accepted" and Contribution Type is one of: "Magazine/Trade Publication", "Book Review"
2. Current Status is one of: "Published", "Accepted" and Was this peer-reviewed/referred? is not equal to "Yes" and Contribution Type contains the text "Journal Article"

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: [Store File]
Comments: [Comments]

D. Research Awards and Honors

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

[Award or Honor Name], [Organization/Sponsor], [PurposeRecognition 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: is equal to "Newspaper" and Current Status is one of: "Published", "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]""] [(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: [Store File]
Comments: [Comments]

2. Conference Presentations

Screen: Presentations
Items: All records
Scope

Report Generated on Report Run Date
### 3. Media Contributions

<table>
<thead>
<tr>
<th>Media Type</th>
<th>Media Name</th>
<th>Media Title/Topic</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Month Day, Year]</td>
<td>[Description]</td>
<td>[Web Address]</td>
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### 4. Seminars Attended

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Title</th>
<th>Sponsoring Organization</th>
<th>City, State, Country</th>
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<tbody>
<tr>
<td>Seminar</td>
<td>(Start Month Start Day, Start Year - End Month End Day, End Year)</td>
<td>Brief Description</td>
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### 5. Continuing Education

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Title</th>
<th>Sponsoring Organization</th>
<th>City, State, Country</th>
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</thead>
<tbody>
<tr>
<td>Continuing Education</td>
<td>(Start Month Start Day, Start Year - End Month End Day, End Year)</td>
<td>Brief Description</td>
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### 6. Faculty Internship

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Title</th>
<th>Sponsoring Organization</th>
<th>City, State, Country</th>
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</thead>
<tbody>
<tr>
<td>Faculty Internship</td>
<td>(Start Month Start Day, Start Year - End Month End Day, End Year)</td>
<td>Brief Description</td>
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### 7. Other Faculty Development Activities Contributions

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Title</th>
<th>Sponsoring Organization</th>
<th>City, State, Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>(Start Month Start Day, Start Year - End Month End Day, End Year)</td>
<td>Brief Description</td>
<td></td>
</tr>
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</table>

### 8. Professional Certifications

<table>
<thead>
<tr>
<th>Title of Licensure/Certification</th>
<th>Sponsoring Organization</th>
<th>State, [Scope]</th>
<th>(Month Obtained Day Obtained, Year Obtained - Expiration Month Expiration Day, Expiration Year)</th>
<th>Description</th>
</tr>
</thead>
</table>

Commented [RA10]: Print hard coded labels "Abstract/Synopsis", "Presentation", "Comments" only if data exists.

Commented [RA11]: Group by "Media Type"

Commented [RA12]: Print hard coded label "Description" only if data exists

Commented [RA13]: Print hard coded label "Web Address" only if data exists.

Commented [RA14]: Print hard coded label "Brief Description" only if data exists

Commented [RA15]: Print hard coded label "Brief Description" only if data exists

Commented [RA16]: Print hard coded label "Brief Description" only if data exists

Commented [RA17]: Print hard coded label "Description" only if data exists

Commented [RA18]: Print hard coded label "Description" only if data exists
## 9. Publication Works in Progress

| Screen: Published Work | Items: All records | Criteria: 
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Status is not equal to &quot;Published&quot; and Current Status is not equal to &quot;Accepted&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [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]
  - Abstract/Synopsis: [Abstract/Synopsis]
  - Presentation: [Store File]
  - Comments: [Comments]

## F. Contracts, Grants, and Sponsored Research

### 1. Grants Submitted

| Screen: Contracts, Fellowships, Grants and Sponsored Research | Items: All records | Criteria: 
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Status is equal to &quot;Currently Under Review&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### 2. Grants Rejected

| Screen: Contracts, Fellowships, Grants and Sponsored Research | Items: All records | Criteria: 
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Status is equal to &quot;Not Awarded&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### 3. On-Going Research Support

| Screen: Contracts, Fellowships, Grants and Sponsored Research | Items: All records | Criteria: 
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Status is equal to &quot;Funded&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Commented [RA19]: Print hard coded labels "Abstract/Synopsis", "Presentation", "Comments" only if data exists.

Commented [RA20]: Print hard coded labels "Abstract", "Award Letter", and "Comments" only if data exists.

Commented [RA21]: Print hard coded labels "Abstract", "Award Letter", and "Comments" only if data exists.

Commented [RA22]: Print hard coded labels "Abstract", "Award Letter", and "Comments" only if data exists.
III. PROFESSIONAL SERVICE

A. University Service

1. Department Service

   Screen: Department
   Items: All records

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

2. College Service

   Screen: College
   Items: All records

   
   \[[Position/Role] or [Explanation of "Other"], [Committee/Organization Name], [Were you elected or appointed?], [Compensated], [Ex-Officio], [City], [State], [Country]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).
   Responsibilities/Brief Description: [Responsibilities/Brief Description]
   Brief Description of Committee’s Key Accomplishments: [Brief Description of Committee’s Key Accomplishments]

3. University Service

   Screen: University
   Items: All records

   
   \[[Position/Role] or [Explanation of "Other"], [Committee/Organization Name], [Were you elected or appointed?], [Compensated], [Ex-Officio], [City], [State], [Country]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).
   Responsibilities/Brief Description: [Responsibilities/Brief Description]
   Brief Description of Committee’s Key Accomplishments: [Brief Description of Committee’s Key Accomplishments]

4. Thesis Committee Service

   Screen: Directed Student Learning (e.g., theses, dissertations)
   Items: All records
   Criteria:
   1. Involvement Type has a value and Involvement Type is not equal to "Internship"

   \n
   Advised: [Student First Name] [Student Last Name], [Student Degree], [Program]
   Title: [Thesis/Dissertation Title]
   Comments: [Comments]

5. Service Awards and Honors

   Screen: Awards and Honors
   Items: All records
   Criteria:
   1. Purpose contains one of the substrings: "Service"

   \n
   [Award or Honor Name], [Organization/Sponsor], [Purpose 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].

Brief Description: [Brief Description]
```

2. Professional service

```
[Position/Role] or [Explanation of "Other"], [Organization/Committee/Club], [City], [State], [Were you elected or appointed?], [Compensated], [Ex-Officio].

Responsibilities/Brief Description: [Responsibilities/Brief Description]

Brief Description of Committee's Key Accomplishments: [Brief Description of Committee's Key Accomplishments]
```

C. Community Service

1. Civic or community service

```
[Position/Role] or [Explanation of "Other"], [Organization/Committee/Club], [City], [State], [Were you elected or appointed?], [Compensated], [Ex-Officio].

Responsibilities/Brief Description: [Responsibilities/Brief Description]

Brief Description of Committee's Key Accomplishments: [Brief Description of Committee's Key Accomplishments]
```

IV. HONORS/AWARDS/RECOGNITIONS

```
[Award or Honor Name], [Organization/Sponsor], [Purpose/Recognition Level], [Award Status].

Brief Description: [Brief Description/Explanation]
```

V. OTHER ACTIVITIES NOT LISTED ABOVE

A. Faculty Development

```
[Activity Type] or [Explanation of "Other"], [Title], [Sponsoring Organization], [City], [State], [Country].

Brief Description: [Brief Description]
```

B. 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]:
```

Commented [RA28]: Print hard coded label "Brief Description" only if data exists

Commented [RA29]: Print hard coded label "Responsibilities/Brief Description" and "Accomplishments/Progress of Goals" only if data exists

Commented [RA30]: Print hard coded label "Responsibilities/Brief Description" and "Accomplishments/Progress of Goals" only if data exists

Commented [RA31]: Print hard coded label "Brief Description" only if data exists

Commented [RA32]: Print hard coded label "Brief Description" only if data exists
C. Administrative Assignments

| Screen: Administrative Assignments | Items: Records not displayed above |

- **Position/Role or Explanation of "Other"**, **Scope**, **Unit**, **[approximately Approx. Number of Hours Spent Per Year hour(s) spent for the year].** **([Start Month Start Day, Start Year - End Month End Day, End Year]).**
- **Responsibilities/Brief Description**
- **Accomplishments/Progress of Goals**

**Commented [RA33]:** Print hard-coded labels "Role", "Abstract/Synopsis", "Full-text item", and "Comments" only if data exists.

**Commented [RA34]:** Print hard-coded label "Responsibilities/Brief Description" and "Accomplishments/Progress of Goals" only if data exists.