### ANNUAL FACULTY ACTIVITY REPORT

**Report Start Date - Report End Date**

<table>
<thead>
<tr>
<th>Faculty Name:</th>
<th>Rank: Faculty/Staff Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Prefix] [Preferred First Name] [Initial of Middle Name] [Last Name] [Suffix]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College:</th>
<th>Department: Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tenure Status:</th>
<th>Tenure Status</th>
<th>On-leave:</th>
</tr>
</thead>
</table>

#### 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 &amp; Section</th>
<th>Credit Hours Taught</th>
<th>% Resp</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>Final Number of Students Earning an W</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>
<tbody>
<tr>
<td>[Course Prefix] [Course Number] [Section Number]</td>
<td>Number of Credit Hours</td>
<td>[Percent Responsible] %</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>J</td>
<td>K</td>
<td>L</td>
<td>M</td>
</tr>
</tbody>
</table>

#### B. SROI Open Ended Comments

<table>
<thead>
<tr>
<th>[Term] [Year] [Course Prefix] [Course Number] [Section Number]</th>
<th>SROI Open Ended Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Term] [Year] [Course Prefix] [Course Number] [Section Number]</td>
<td>SROI Open Ended Comments File</td>
</tr>
</tbody>
</table>

Commented [AR1]: Reference Yearly Data screen and populate the status of one of the following fields is selected:
- Developmental
- None
- Sabbatical
- Unpaid
BC. List any pedagogical innovations that you introduced (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

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

DE. 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.)

EF. Non-Credit Instruction

FG. Formal Advising

GH. Student Advising - Directed Student Learning
1. Involvement Type is equal to "Internship"
2. Involvement Type does not have a value

[Course] [Course Number], ([Graduation Semester: [Semester Term], [Semester Year]] ([Stage of Completion]), [Number of Credit Hours credit hour(s)], Advised: [list of Student's Information] as "[Student First Name] [Student Last Name]"

Comment: [Comments]

I. Teaching Awards and Honors

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

II. INTELLECTUAL CONTRIBUTIONS

A. Refereed Research Publications

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.),]], [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]], [Web Address]

B. Instructional Development Publications

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.),]], [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]], [Web Address]

C. Non-Refereed Publications

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.),]], [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]], [Web Address]
D. Research Awards and Honors

| Screen: Awards and Honors | Criteria: Name is equal to "Scholarship/Research"

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

DE. Other Scholarly Activities

1. Newspaper articles/editorials

| Screen: Published Work | Criteria: Contribution Type 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]].] [Web Address]

2. Paper presented Presentations at academic conference (but not published in proceedings)

| Screen: Presentations | Items: All records

[list of [Presenters/Authors] as "[Last Name], [F. N.] [M. N.] ([Role])", [Conference/Meeting Name], "[Presentation Title]," [Sponsoring Organization]. [Presentation Type] [Location] [Invited]. [Start Month Start Day, Start Year - End Month End Day, End Year]].

3. Media Contributions

| Screen: Media Contributions | Items: All records

[Media Type], [Media Name]. ([Month Day, Year]).
[Description]

4. Seminars Attended

| Screen: Faculty Development Activities Attended | Criteria: Type is equal to "Seminar"

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

5. Continuing Education

| Screen: Faculty Development Activities Attended | Criteria: Type is equal to "Continuing Education"

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

6. Faculty Internship

| Screen: Faculty Development Activities Attended | Criteria: Type is equal to "Faculty Internship"

[[Activity Type] or [Explanation of "Other"], "[Title]," [Sponsoring Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).
[Brief Description]
7. Other Faculty Development Activities Contributions

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

Brief Description

8. Professional Certifications

Screen: Licensures and Certifications
Items: All records

Brief 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"

Brief Description

B. Contracts, Grants, and Sponsored Research

Screen: Contracts, Fellowships, Grants and Sponsored Research
Items: All records
Criteria:
1. Grants Submitted or Rejected

Screen: Contracts, Fellowships, Grants and Sponsored Research
Items: All records
Criteria:
1. Current Status is not equal to "Funded"

Brief Description

2. On-Going Research Support

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

Brief Description
III. PROFESSIONAL SERVICE

A. University Service

1. Involvement Type

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

   [Course] [Course Number], ([Stage of Completion]), [Number of Credit Hours credit hour(s)].
   Advised: [list of [Student's Information] as "[Student First Name] [Student Last Name]"
   Comment: [Comments]

2. Department Service

   | Screen: Department |
   | Items: All records |

   [[Position/Role] or [Explanation of "Other"], [Committee/Organization Name], [Was this compensated?], [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

3. College Service

   | Screen: College |
   | Items: All records |

   [[Position/Role] or [Explanation of "Other"], [Committee/Organization Name], [Was this compensated?], [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

4. University Service

   | Screen: University |
   | Items: All records |

   [[Position/Role] or [Explanation of "Other"], [Committee/Organization Name], [Was this compensated?], [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

B. Professional Activities

1. Consulting/board of directors

   | Screen: Consulting |
   | Items: All records |

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

2. Professional Service

   | Screen: Professional |
   | Items: All records |

   [[[Position/Role] or [Explanation of "Other"], [Organization/Committee/Club], [City], [State], [Was this compensated?]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). Responsibilities/Brief Description

C. Community Service

1. Civic or community service

   | Screen: Public |
   | Items: All records |

Report Generated on Report Run Date
Service Awards and Honors

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

IV. HONORS/AWARDS/RECOGNITIONS

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

V. OTHER ACTIVITIES NOT LISTED ABOVE

A. Faculty Development

[(Activity Type) or [Explanation of "Other"]], "[Title]," [Sponsoring Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

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]: [Journal/Publisher/Proceedings Publisher][.] [Web Address]

C. Administrative Assignments

[(Position/Role) or [Explanation of "Other"]], [Scope], [Unit] approximately [Approx. Number of Hours Spent Per Year] hours spent per year. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[Responsibilities/Brief Description] [Accomplishments/Progress of Goals]