### ANNUAL FACULTY ACTIVITY REPORT

**Report Start Date** - **Report End Date**

<table>
<thead>
<tr>
<th>Faculty Name:</th>
<th>[Prefix] [Preferred First Name] [Initial of: [Middle Name]] [Last Name] [Suffix]</th>
</tr>
</thead>
<tbody>
<tr>
<td>College:</td>
<td>College</td>
</tr>
<tr>
<td>Department:</td>
<td>Department</td>
</tr>
<tr>
<td>Tenure Status:</td>
<td>Tenure Status</td>
</tr>
</tbody>
</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

**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

**Screen:** Scheduled Teaching

| [Term] [Year] | Course Prefix | Course Number | [Section Number] | Credit Hours Taught | % Resp | [Perce nt Responsible] % | Final Number of Students Earning an A | Final Number of Students Earning a B | Final Number of Students Earning a C | Final Number of Students Earning a D | Final Number of Students Earning an F | Final Number of Students Earning an W | Total | Q2 | Q4 | New Course Preparation? | New Format for Existing Course? |
|---------------|---------------|---------------|------------------|--------------------|--------|--------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|-------|----|----|-------------------------|-----------------------------|
|               |               |               |                  |                    |        |                          |                                      |                                      |                                      |                                      |                                    |       |    |    |                        |                            |

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

```
[Term] [Year], [Course Prefix] [Course Number]-[Section Number]
Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented
```

D. 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.)

```
[Term] [Year], [Course Prefix] [Course Number]-[Section Number]
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.)
```

E. Non-Credit Instruction

```
[[Instruction Type] or [Explanation of "Other"], [Sponsoring Organization], [Number of Participants participant(s)], [Academic or Professional?], ([Start Month Start Day, Start Year - End Month End Day, End Year]), Description
```

F. Formal Advising

```
[Academic Year] [Number of Undergraduate Students Advised] [Number of Graduate Students Advised]
```

G. Student Advising - Directed Student Learning

```
[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]
```

II. INTELLECTUAL CONTRIBUTIONS

A. Refereed Research Publications

```
Screen: published work
Items: All records
Criteria (is one of):
1. Involvement Type is equal to "Internship"
2. Involvement Type does not have a value
```

Report Generated on Report Run Date
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/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

Screen: Published work
Items: All records
Criteria (is one of):
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"

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/refereed? is not equal to "Yes" and Contribution Type contains the text "Journal Article"

D. Other Scholarly Activities

1. Newspaper articles/editorials

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

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

Screen: Presentations
Items: All records

3. Media Contributions

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

4. Seminars Attended

[[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

[[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

[[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

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

8. Professional Certifications

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

9. Publication Works in Progress

[Current Status is not equal to "Published" and Current Status is not equal to "Accepted"]
### E. Contracts, Grants, and Sponsored Research

1. **Grants Submitted**

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

   - **List of Investigators** as "[Last Name], [First Name] [Middle Name/Initial] ([Role: Role Description])", "[Title]"
     - Sponsored by [Originating Sponsoring Organization], [Awarding Organization Is], $[Amount]. ([Start Month of Funding Start Day of Funding, Start Year of Funding - End Month of Funding End Day of Funding, End Year of Funding]).

2. **On-Going Research Support**

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

   - **List of Investigators** as "[Last Name], [First Name] [Middle Name/Initial] ([Role: Role Description])", "[Title]"
     - Sponsored by [Originating Sponsoring Organization], [Awarding Organization Is], $[Amount]. ([Start Month of Funding Start Day of Funding, Start Year of Funding - End Month of Funding End Day of Funding, End Year of Funding]).

### III. PROFESSIONAL SERVICE

#### A. University Service

1. **Involvement Type**

   - **Screen:** Directed Student Learning (e.g., theses, dissertations)
   - **Items:** All records
   - **Criteria:**
     - 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 [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 [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
4. Thesis Committee Service

| 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 |

| Involvement Type | ([Stage of Completion]) |
| Advised: (list of [Student's Information] as "[Student First Name] [Student Last Name]") |
| Title: [Thesis/Dissertation Title] |

B. Professional Activities

1. Consulting/board of directors

| Screen: Consulting |
| Items: All records |

2. Professional Service

| Screen: Professional |
| Items: All records |

C. Community Service

1. Civic or community service

| Screen: Public |
| Items: All records |

IV. HONORS/AWARDS/RECOGNITIONS

| Screen: Awards and Honors |
| Items: All records |

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

Brief Description/Explanation

V. OTHER ACTIVITIES NOT LISTED ABOVE

A. Faculty Development

| Screen: Faculty Development Activities Attended |
| Items: Records not displayed above |

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

B. Publications

| Screen: Published Work |
| Items: Records not displayed above |
[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]