ANNUAL FACULTY ACTIVITY REPORT
Report Start Date - Report End Date

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

Faculty Name: Rank: Faculty/Staff Rank
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>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]</td>
<td>[Section Number]</td>
<td>[Percent 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 a D</td>
<td>Final Number of Students Earning an F</td>
<td>Final Number of Students Earning an W</td>
</tr>
</tbody>
</table>

B. SROI OPEN ENDED COMMENTS

1. SROI Open Ended Comments has value and file for section "SROI Open Ended Comments File"

<table>
<thead>
<tr>
<th>Term [Year], [Course Prefix] [Course Number]-[Section Number]</th>
<th>SROI Open Ended Comments</th>
<th>New course preparation?</th>
<th>New format for existing course?</th>
</tr>
</thead>
</table>

Commented [AR1]: Populate link to SROI Open Ended Comments File, if available
CB. List any pedagogical innovations that you introduced (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

<table>
<thead>
<tr>
<th>Screen: Scheduled Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items: All records</td>
</tr>
<tr>
<td>Criteria:</td>
</tr>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

[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.)

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

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<tr>
<td>1. Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented has a value</td>
</tr>
</tbody>
</table>

[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

ED. 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.)

<table>
<thead>
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<tr>
<td>Items: All records</td>
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<tr>
<td>Criteria:</td>
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<tr>
<td>1. 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.) has a value</td>
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[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.)

F. Scheduled Teaching at Other Institutions

<table>
<thead>
<tr>
<th>Screen: Scheduled Teaching at Other Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items: All records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution</th>
<th>[Term]</th>
<th>[Year]</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Number of Credit Hours</th>
<th>% Resp</th>
<th>Number of Students Earning an A</th>
<th>Final Enroll. of Students</th>
<th>Final Enroll. of Students Earning a B</th>
<th>Final Enroll. of Students Earning a C</th>
<th>Final Enroll. of Students Earning a D</th>
<th>Final Enroll. of Students Earning a F</th>
<th>Total</th>
<th>New Course Preparation?</th>
<th>New Format for Existing Course?</th>
</tr>
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G. List any pedagogical innovations that you introduced (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

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Report Generated on Report Run Date  Page 2 of 9
Describe any pedagogical innovations that you introduced into this course (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

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

I. 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.)

J. Non-Credit Instruction

K. Formal Advising

L. Formal Advising at Other Institutions
M. Student Advising - Directed Student Learning

Screen: Directed Student Learning (e.g., theses, dissertations)
Items: All records
Criteria (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's Information] as "[Student First Name] [Student Last Name]"], Graduation Semester: [Semester Term] [Semester Year], Comment: [Comments]

N. Teaching Awards and Honors

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

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

II. INTELLECTUAL CONTRIBUTIONS

A. Refereed Research Publications

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

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/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

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"
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]. [Web Address]

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], [Purpose]. ([Month Received Day Received, Year
Received]). [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"

   [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. Conference Presentations

   | Screen: Presentations |
   | Items: All records |

   [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?])

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 |
   | Items: All records |
   | Criteria: |
   | 1. Activity Type is equal to "Seminar"

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

5. Continuing Education

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

**Screen:** *Faculty Development Activities Attended*

- **Items:** All records
- **Criteria:**
  1. **Activity Type** is equal to "Faculty Internship"

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

### F. Contracts, Grants, and Sponsored Research

#### 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"
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?, [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, Brief Description of Committee’s Key Accomplishments

   Commented [AR2]: Leave out, if value is blank

2. College Service

   Screen: College
   Items: All records

   [[Position/Role] or [Explanation of "Other"], [Committee/Organization Name], Were you elected or appointed?, [Was this compensated?], [Served as Ex-Officio? 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, Brief Description of Committee’s Key Accomplishments

   Commented [AR3]: Leave out, if value is blank
   Commented [AR4]: Leave out, if value is blank

3. University Service

   Screen: university
   Items: All records

   [[Position/Role] or [Explanation of "Other"], [Committee/Organization Name], Were you elected or appointed?, [Was this compensated?], [Served as Ex-Officio? 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, Brief Description of Committee’s Key Accomplishments

   Commented [AR5]: Leave out, if value is blank

4. Thesis Committee Service

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

   [Involvement Type] ([Stage of Completion])

   Advised: [Student First Name] [Student Last Name]
   Title: [Thesis/Dissertation Title]

5. Service Awards and Honors

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

   [Award or Honor Name], [Organization/Sponsor], [Purpose]. ([Month Received Day Received, Year Received]). [Brief Description/Explanation]
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], [Were you elected or appointed?], [Was this compensated?]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).
   Responsibilities/Brief Description, Brief Description of Committee’s Key Accomplishments

C. Community Service

1. Civic or community service

   Screen: Public
   Items: All records

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

IV. HONORS/AWARDS/RECOGNITIONS

   Screen: Awards and Honors
   Items: Records not displayed above

   [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.]"][[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]]