

FACULTY ACTIVITY REPORT

Report Start Date - Report End Date

1. **NAME** [Last Name], [First Name] [Initial of: [Middle Name]]
RANK Faculty/Staff Rank
STATUS Tenure Status
DEPARTMENT Department
OFFICE ADDRESS [Building Where Your Office is Located] [Office Room Number]

2. FACULTY DEVELOPMENT ACTIVITIES

Screen: *Faculty Development Activities*
Items: Records not displayed above

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

Education

Screen: *Education*
Items: Records not displayed above
Criteria:
1. *Report Start Date to Report End Date* overlaps with *Year Completed (Start) to Year Completed (End)*
(Does not include ongoing or undated records)

[[Degree] or [Explanation of "Other"]], [School], [Year Completed].
Major: [Emphasis/Major]
Supporting Areas of Emphasis: [Supporting Areas of Emphasis]
Dissertation Title: [Thesis/Dissertation Title (if applicable)]

3. TEACHING

Screen: *Yearly Data*
Items: All records
Criteria:
1. *On Sabbatical?* is equal to "Yes"

On Sabbatical: [Academic Term] [Academic Year]

Screen: *Yearly Data*
Items: All records
Criteria:
1. *On Leave of Absence* is equal to "Yes"

On Leave of Absence: [Academic Term] [Academic Year]

WINTER SEMESTER

<u>COURSE</u>	<u>SECTION</u>	<u>ENROLLMENT</u>
[Course Prefix] [Course Number]	Section	Official Enrollment

SPRING/SUMMER SEMESTER

<u>COURSE</u>	<u>SECTION</u>	<u>ENROLLMENT</u>
[Course Prefix] [Course Number]	Section	Official Enrollment

FALL SEMESTER

<u>COURSE</u>	<u>SECTION</u>	<u>ENROLLMENT</u>
[Course Prefix] [Course Number]	Section	Official Enrollment

4. OTHER INSTRUCTION TAUGHT

Screen: *Other Instruction*
 Items: Records not displayed above

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

Description

Screen: *Directed Student Learning (e.g., theses, dissertations)*
 Items: Records not displayed above

[[Involvement Type] or [Explanation of "Other"]], "[Title of Student's Work]," [Student's Home Department]. ([Month Started Day Started, Year Started - Month Completed Day Completed, Year Completed]).
 Advised: [list of [Student Information] as "[Student First Name] [Student Last Name]"]
 Comments

5. ACADEMIC, ADMINISTRATIVE, MILITARY, AND PROFESSIONAL EXPERIENCE

Screen: *Academic, Administrative, Military, and Professional Positions*
 Items: Records not displayed above

[Title/Rank/Position], [Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Description for Professional Positions

6. CONSULTING

Screen: *Consulting and Training*
 Items: Records not displayed above

[Client/Organization], [Compensated or Pro Bono?], [Location]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Brief Description (30 Words or Less)

7. PROFESSIONAL MEMBERSHIPS, LICENSURES, AND CERTIFICATIONS

Screen: *Professional Memberships, Licensures, and Certifications*
 Items: Records not displayed above

[Title], [Sponsoring Organization]. ([Month Obtained Day Obtained, Year Obtained - Expiration Month Expiration Day, Expiration Year]).

Description

8. AWARDS AND HONORS

Screen: *Awards and Honors*
 Items: Records not displayed above

[Award or Honor Name], [Organization/Sponsor], [Scope]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Explanation

9. PUBLICATIONS (Identify type: basic, applied, or instructional development.)

Screen: *Publications*
 Records: All Records
 Criteria (all of the following are true):
 1. *Authors* dsa contains the faculty member that the report is run for

2. **Report Start Date** to **Report End Date** overlaps with **Year to Credit FAR**
 3. **Status** is one of: "Published", "Accepted", "Not Accepted"

Screen: **Publications**

Items: All records

Criteria:

1. **Status** is not one of: "Published", "Accepted", "Not Accepted"

Status

[[Publication Type] or [Explanation of "Other"]] ([Blind Refereed])

	Journal Rank	Status		LPR	CP	DS
[list of Authors as "[Last Name], [F. N.] [M. N.]" ([Year Published]). [Title of Contribution.] In [Editor(s)] [(Ed.), (s.),] [Title of Larger Work] ([Issue Number ed., vol. Volume, pp. Page Numbers or Number of Pages)][.] [City and State of Journal/Publisher]: [[Journal/Publisher/Proceedings Publisher]][.] [Web Address]	[Current Journal Rank]	Status		X	X	X

10. PRESENTATIONS - ACADEMIC CONFERENCE

Screen: **Conference Presentations Given**

Records: All Records

Criteria:

1. **Presenters/Authors** dsa contains the faculty member that the report is run for
 2. **Report Start Date** to **Report End Date** overlaps with **Year to Credit FAR**

DO NOT LIST HERE unless you actually made the presentation (even if it is also listed as a proceeding). (Identify type: presenter, reviewer, etc.)

	Status		LPR	CP	DS
[Conference/Meeting Name], "[Title]", [list of Presenters/Authors as "[Last Name], [F. N.] [M. N.] ([Role])", [Sponsoring Organization], [Location]. ([Month Day, Year]).	Published in Proceedings Published Elsewhere		X	X	X

11. INSTRUCTIONAL DEVELOPMENT CONTRIBUTIONS NOT SUBMITTED FOR PUBLICATION (Cases, use of technology)

Screen: **Instructional Development Contributions**

Items: Records not displayed above

"[Title]". ([Term Year]).
Description

12. SERVICE

Screen: **General Service**

Records: All Records

Criteria:

1. **Service Type** contains a value and is not "Other"

[Position/Role] or [Explanation of "Other"]

[Organization/Committee/Club], [appointed], [elected], [Audience], [served ex-officio], [list of [approximately Approx. Amount of Time Spent unit spent in Year] separated by ", "].
 ([Start Month Start Day, Start Year - End Month End Day, End Year]).
 Responsibilities

13. MISCELLANEOUS (*Grants and Innovations*)

Contracts, Grants and Sponsored Research

Screen: ***Contracts, Grants and Sponsored Research***
 Items: Records not displayed above

[list of [**Investigators**] as "[Last Name], [F. N.] [M. N.] ([Role])",
 "[Contract/Grant/Research Title]," Sponsored by [Sponsoring Organization], [Awarding
 Organization Is], \$[Amount]. ([Start Month Start Day, Start Year], - [End Month End
 Day, End Year]).

General Service

Screen: ***General Service***
 Items: Records not displayed above

[Position/Role] or [Explanation of "Other"]

[Organization/Committee/Club], [appointed], [elected], [Audience], [served ex-officio], [list of [approximately Approx. Amount of Time Spent unit spent in Year] separated by ", "].
 ([Start Month Start Day, Start Year - End Month End Day, End Year]).
 Responsibilities

In my opinion, this Faculty Activity Report presents all significant professional accomplishments that occurred during the period Report Start Date to Report End Date. I certify that the data is complete, correct and current. My contribution to all jointly authored papers fully warrants my being shown as co-author unless otherwise noted.

Signed _____

I will be submitting a Teaching Contribution Summary Form along with my annual Faculty Activity Report:

Yes

No

Name (Printed)

Comments:

I received this Faculty Activity Report in a timely manner.

Chairperson Signature

Date

Intellectual Contributions

Your Organization

Report Start Date - Report End Date

Screen: *Report criteria > Select whom to include*
Items: All records
Criteria:
1. *Path to stored values* contains one of the substrings: "DEP"

Department(s) Selected: [list of [Select whom to include: Selected value] separated by ", "]

Current Journal Rank

Publication Type

Screen: *Publications*
Items: All records
Criteria:
1. *Status* is one of: "Published", "Accepted" and *Current Journal Rank* has a value

[Last Name] [Suffix], [First Name] [Initial of: [Middle Name]] ([Faculty/Staff Rank])

([Status])

[list of **Authors** as "[Last Name], [F. N.] [M. N.]" ([Year Published]). [Title of Contribution.] In
[Editor(s)] [(Ed.), (s.),)] [Title of Larger Work] ([Issue Number ed., vol. Volume, pp. Page
Numbers or Number of Pages])[.] [City and State of Journal/Publisher]:
[[Journal/Publisher/Proceedings Publisher]][.] [Web Address] [Download Full-text of this
item](#)

[First Name] [Initial of: [Middle Name]] [Last Name]

Your Organization

Department

[Building Where Your Office is Located] [Office Room Number]

Phone: [(Office Phone Areacode)-Office Phone Prefix-Office Phone Suffix]

Email: [E-Mail Address]

Collegiate and Professional Education

Screen: *Education*
Items: All records

[[Degree] or [Explanation of "Other"]], [School], [Year Completed].

Emphasis/major: [Emphasis/Major]

Faculty Development

Screen: *Faculty Development Activities*
Items: Records not displayed above
Criteria:

1. *Activity Type* is not one of: "Attended Brownbag", "Seminar", "Tutorial", "Workshop"

[Activity Type] or [Explanation of "Other"]

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

Description

Professional Activities and Participation at Meetings and Conferences

Screen: *Faculty Development Activities*
Items: Records not displayed above

[Activity Type] or [Explanation of "Other"]

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

Description

Teaching: Other Instruction

Screen: *Other Instruction*
Items: All records

[[Instruction Type] or [Explanation of "Other"]], [Audience], [Sponsoring Organization], [Number of Participants] participants, [Professional or Academic?]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Professional Positions

Screen: *Academic, Administrative, Military, and Professional Positions*
Items: All records

Experience Type

[Title/Rank/Position], [Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Description for Professional Positions

Professional Memberships, Licensures, and Certifications

Screen: *Professional Memberships, Licensures, and Certifications*

Items: All records

[Title], [Sponsoring Organization]. ([Month Obtained Day Obtained, Year Obtained - Expiration Month Expiration Day, Expiration Year]).

Honors and Special Recognitions

Screen: **Awards and Honors**

Items: All records

[Award or Honor Name], [Organization/Sponsor], [Scope]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Explanation

Publications

Screen: **Publications**

Items: All records

Criteria (is one of):

1. **Status** is equal to "Published"
2. **Status** is equal to "Accepted"

Publication Type

[[Publication Type] or [Explanation of "Other"]]

[list of **Authors**] as "[Last Name], [F. N.] [M. N.]" ([Year Published]). [Title of Contribution.] In [Editor(s)] [(Ed.),(s.),) [Title of Larger Work] ([Issue Number ed., vol. Volume, pp. Page Numbers or Number of Pages)][.] [City and State of Journal/Publisher]: [[Journal/Publisher/Proceedings Publisher]][.] [Web Address]

Conference Presentations Given

Screen: **Conference Presentations Given**

Items: All records

[Conference/Meeting Name], "[Title]", [list of **Presenters/Authors**] as "[Last Name], [F. N.] [M. N.] ([Role)]", [Sponsoring Organization], [Location], [Conference/Meeting Name], [Published in Conference Proceedings]. ([Month Day, Year]).

Research in Progress

Screen: **Publications**

Items: Records not displayed above

Publication Type

[[Publication Type] or [Explanation of "Other"]]

[list of **Authors**] as "[Last Name], [F. N.] [M. N.]" ([Year Published]). [Title of Contribution.] In [Editor(s)] [(Ed.),(s.),) [Title of Larger Work] ([Issue Number ed., vol. Volume, pp. Page Numbers or Number of Pages)][.] [City and State of Journal/Publisher]: [[Journal/Publisher/Proceedings Publisher]][.] [Web Address]

Was cited in

1. [Authors] "[Title]" [Source]. [Month Day, Year]

General Service

Screen: **General Service**

Items: All records

Attendee

[[Position/Role] or [Explanation of "Other"]], [Organization/Committee/Club], [appointed], [elected], [Audience], [served ex-officio], [approximately Approx. Total Amount of Time Spent total unit spent]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Responsibilities

OTHER ACTIVITIES

Contracts, Grants and Sponsored Research

Screen: <i>Contracts, Grants and Sponsored Research</i> Items: All records

Status

[list of **Investigators**] as "[Last Name], [F. N.] [M. N.] ([Role])", "[Contract/Grant/Research Title],"
[Sponsoring Organization], [Awarding Organization Is], \$[Amount], [Status]. (start: [Start Month
Start Day, Start Year], end: [End Month End Day, End Year]).

Consulting

Screen: <i>Consulting and Training</i> Items: All records
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[Client/Organization], [Compensated or Pro Bono?], [Location]. ([Start Month Start Day, Start Year -
End Month End Day, End Year]).
Brief Description (30 Words or Less)

Flexible Workload Plan

In collaboration with your Chairperson, or Director, please establish an annual workload plan that contains teaching, scholarship, and service expectations. Identify activities for the Sum of "Report Run Year" and "1" calendar year that best represent your interests and strengths while contributing to the unit, college, and university teaching, scholarly/creative activities, and service goals. Your completed workload plan form should be submitted to the Department Chairperson, or Director, by **October 15**.

Faculty Member [[Last Name], [First Name] [Initial of: [Middle Name]]]

Faculty Weights [Explanation of "Other" T: Other Teaching %% R: Other Research %% S: Other Service %%]

Workload Plan for the Sum of "Report Run Year" and "1" Calendar Year	
<p>Teaching: (Please place an asterisk (*) beside courses you teach in other than your home department and identify the department and college)</p> <p>Fall Courses Requested (Sum of "Report Run Year" and "1"-Sum of "Report Run Year" and "2" Academic Year):</p> <p>[Fall Courses Requested (Upcoming Academic Year)]</p> <p>Winter Courses Requested (Sum of "Report Run Year" and "1"-Sum of "Report Run Year" and "2" Academic Year):</p> <p>[Winter Courses Requested (Upcoming Academic Year)]</p> <p>Spring/Summer Course(s) Requested (Sum of "Report Run Year" and "1"):</p> <p>[Spring/Summer Courses Requested (Upcoming Academic Year)]</p> <p>Teaching-related activities (e.g., course improvements; teaching seminars; and etc.):</p> <p>[Teaching-related activities (e.g., course improvements, teaching seminars, etc.)]</p>	Evaluation Weights <u>Teaching</u>
Research and Scholarship Activities Plan (Sum of "Report Run Year" and "1" Calendar Year):	
[Research and Scholarship Activities Plan (Upcoming Calendar Year)]	
Service (Sum of "Report Run Year" and "1" Calendar Year): (For each activity designate the level of service as (d) for department (c) for college, (u) for university, (p) for professional, or (com) for community)	
[Service (Upcoming Calendar Year) For each activity designate the level of service as (d) for department (c) for college, (u) for university, (p) for professional, or (com) for community]	
Professional Development Plans (e.g., seminars, conferences, etc.):	
[Professional Development Plans (e.g., seminars, conferences, etc.)]	
Total 100%	
<p>Unit Head Approval: Yes _____ No _____</p> <p>Comments:</p>	

Faculty Member Signature	Date
Unit Head Signature	Date
Dean Signature	Date