Annual Review of Faculty, Chairs, and Program Directors

Annual Activity Report
[Report Start Date] - [Report End Date]

A. General Information

[[First Name] [Initial of: [Middle Name]] [Last Name] ([Suffix])]
[Faculty Rank], [Primary Department]

B. Summary of Past Annual Performance Goals

Teaching and Instruction - [Teaching Workload Percentage]%

[Stated Teaching Goals]

Research - [Research Workload Percentage]%

[Stated Research Goals]

Service - [Service Workload Percentage]%

[Stated Service Goals]

Administrative - [Administrative Workload Percentage]%

[Stated Administrative Goals]

C. Teaching

Progress Toward Teaching Goals (narrative)

[Progress Toward Teaching Goals]

1. Courses Taught

Screen: *Scheduled Teaching (Uploaded from Banner)*
Items: All records

[Semester] [Year]

[Course Prefix] [Course Number] [Section Number], [Course Name], [Enrollment Number at Census] students, [Number of Credit Hours] credit hours, [Total Credit Hours Taught] total credit hours taught.

Screen: *Scheduled Teaching (Uploaded from Banner)*
Items: All records

[Course Prefix] [Course Number] [Section Number], [Course Name], [Enrollment Number at Census] students, [Number of Credit Hours] credit hours, [Total Credit Hours Taught] total credit hours taught.

2. Teaching Effectiveness

3. Curriculum Development

4. Pedagogical Activities

5. Pedagogical Software Development

6. Advising/Mentoring Activities

Number of Undergraduate Students Advised -	[Sum of] : Screen: *Academic Advising (Uploaded from Banner) > Number of Undergraduate Students Advised* Items: All values
Number of Graduate Students Advised -	[Sum of]: Screen: *Academic Advising (Uploaded from Banner) > Number of Graduate Students Advised* Items: All values
Number of Master's Theses Directed -	[Count of]: Screen: *Directed Student Learning (e.g., theses, dissertations)* Items: All records Criteria: 1. *Involvement Type* is one of: "*Master's Thesis Committee Chair*", "*Master's Thesis Committee Member*"
Chair -	[Count of]: Screen: *Directed Student Learning (e.g., theses, dissertations)* Items: All records Criteria: 1. *Involvement Type* is equal to "*Master's Thesis Committee Chair*"
Member -	[Count of]: Screen: *Directed Student Learning (e.g., theses, dissertations)* Items: All records Criteria: 1. *Involvement Type* is equal to "*Master's Thesis Committee Member*"
Number of Ph.D. Dissertations Directed -	[Count of]: Screen: *Directed Student Learning (e.g., theses, dissertations)* Items: All records Criteria: 1. *Involvement Type* is one of: "*Dissertation Committee Chair*", "*Dissertation Committee Member*"
Chair -	[Count of]: Screen: *Directed Student Learning (e.g., theses, dissertations)* Items: All records Criteria: 1. *Involvement Type* is equal to "*Dissertation Committee Chair*"
Member -	[Count of]: Screen: *Directed Student Learning (e.g., theses, dissertations)* Items: All records Criteria: 1. *Involvement Type* is equal to "*Dissertation Committee Member*"
Number of Post-Doctoral Fellows Advised -	[Count of]: Screen: *Directed Student Learning (e.g., theses, dissertations)* Items: All records Criteria: 1. *Involvement Type* is equal to "*Postdoctoral Research Supervision*"
Approximate Number of Hours Spent	[Sum of]:

for the Year -

```
Screen: Academic Advising (Uploaded from Banner)
        > Approx. Number of Hours Spent for the
        Year
Items:  All values
```

7. Awards

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

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

8. Other

D. Research, Scholarship, and/or Creative Endeavor

Progress Toward Research Goals (narrative)

[Progress Toward Research Goals]

1. Publications

a. Monographs, books, and book chapters

```
Screen: Intellectual Contributions (Publications)
Items:  All records
Criteria:
1. Contribution Type contains one of the substrings: "Monograph", "Book" and Contribution Type does
   not contain any of the substrings: "Textbook", "Review" and Current Status is one of:
   "Published", "Accepted"
```

[list of [**Authors**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of Contribution]. *[If Book Chapter, Title of Book]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers or Number of Pages]). [City and State of Journal/Publisher]: [Journal/Publisher/Proceedings Publisher].

b. Textbooks

```
Screen: Intellectual Contributions (Publications)
Items:  All records
Criteria:
1. Contribution Type contains the text "Textbook" and Current Status is one of: "Published", "Accepted"
```

[list of [**Authors**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of Contribution]. *[If Book Chapter, Title of Book]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers or Number of Pages]). [City and State of Journal/Publisher]: [Journal/Publisher/Proceedings Publisher].

c. Peer-reviewed articles and papers

```
Screen: Intellectual Contributions (Publications)
Items:  All records
Criteria:
1. Contribution Type contains the text "Journal Article" and Was this peer-reviewed/refereed? is equal
   to "Yes" and Current Status is one of: "Published", "Accepted"
```

[list of [**Authors**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of Contribution]: ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers or Number of Pages]). [Journal/Publisher/Proceedings Publisher]. Thomson Reuters Impact Factor: [Thomson Reuters Impact Factor].

d.   Non peer-reviewed articles and papers

```
Screen:  Intellectual Contributions (Publications)
Items:   All records
Criteria:
1. Contribution Type contains the text "Journal Article" and Was this peer-reviewed/refereed? is equal
       to "No" and Current Status is one of: "Published", "Accepted"
```

[list of [**Authors**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of Contribution]:
([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers or Number of Pages]).
[Journal/Publisher/Proceedings Publisher].

e.   Research abstracts

```
Screen:  Intellectual Contributions (Publications)
Items:   All records
Criteria:
1. Contribution Type is equal to "Abstract" and Current Status is one of: "Published", "Accepted"
```

[list of [**Authors**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of Contribution]:
([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers or Number of Pages]).
[Journal/Publisher/Proceedings Publisher].

f.   Edited publications

```
Screen:  Intellectual Contributions (Publications)
Items:   All records
Criteria (is one of):
1. Current Status is one of: "Published", "Accepted" and Contribution Type is equal to "Edited Book"
2. Current Status is one of: "Published", "Accepted" and Faculty member is listed as an Editor
```

[list of [**Editors**] as "[Last Name], [F. N.] [M. N.]"] (Ed.), *[If Book Chapter, Title of Book]* ([Issue
Number/Edition] ed., vol. [Volume], pp. [Page Numbers or Number of Pages]). [City and
State of Journal/Publisher]: [Journal/Publisher/Proceedings Publisher].

g.   Reviews of books and scholarship

```
Screen:  Intellectual Contributions (Publications)
Items:   All records
Criteria:
1. Contribution Type contains the text "Review" and Current Status is one of: "Published", "Accepted"
```

[list of [**Authors**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of Contribution]. *[If
Book Chapter, Title of Book]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page
Numbers or Number of Pages]). [City and State of Journal/Publisher]:
[Journal/Publisher/Proceedings Publisher].

h.   Other

```
Screen:  Intellectual Contributions (Publications)
Items:   Records not displayed above
Criteria:
1. Current Status is one of: "Published", "Accepted"
```

[list of [**Authors**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of Contribution]. *[If
Book Chapter, Title of Book]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page
Numbers or Number of Pages]). [City and State of Journal/Publisher]:
[Journal/Publisher/Proceedings Publisher].

2.   Professional/Academic Performances, Productions, or Exhibitions

a.   Music composition

```
Screen:  Artistic and Professional Performances and Exhibits
Items:   All records
Criteria:
1. Type of Work contains the text "Music Composition"
```

[list of [**Performers/Exhibitors/Lecturers**] as "[Last Name], [F. N.] [M. N.]"] [Work/Exhibit Title], [Name of Performing Group], [Sponsor], [Location (City, State, Country)]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

    b.   Production, performance, or exhibition of creative works

```
Screen:  Artistic and Professional Performances and Exhibits
Items:   All records
Criteria:
1. Type of Work contains one of the substrings: "Art -", "Nonfiction", "Novel", "Poetry", "Short Fiction"
```

[list of [**Performers/Exhibitors/Lecturers**] as "[Last Name], [F. N.] [M. N.]"] [Work/Exhibit Title], [Name of Performing Group], [Sponsor], [Location (City, State, Country)]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

    c.   Recordings, film, TV or stage performances, audio broadcasts

```
Screen:  Artistic and Professional Performances and Exhibits
Items:   All records
Criteria:
1. Type of Work contains one of the substrings: "Film", "Music Performance", "Theatre"
```

[list of [**Performers/Exhibitors/Lecturers**] as "[Last Name], [F. N.] [M. N.]"] [Work/Exhibit Title], [Name of Performing Group], [Sponsor], [Location (City, State, Country)]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

    d.   Other

```
Screen:  Artistic and Professional Performances and Exhibits
Items:   Records not displayed above
```

[list of [**Performers/Exhibitors/Lecturers**] as "[Last Name], [F. N.] [M. N.]"] [Work/Exhibit Title], [Name of Performing Group], [Sponsor], [Location (City, State, Country)]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

3.   Grants and contracts

```
Screen:  Externally Funded Research/Projects (Uploaded from eRS system)
Items:   All records
Criteria:
1. Current Status is equal to "Funded"
```

[Contract/Grant/Research Title], [Sponsoring Organization], [Contract/Grant/Research Type], $[Amount of Award]. ([Performance Start Month Performance Start Day, Performance Start Year - Performance End Month Performance End Day, Performance End Year]).

4.   Lectures, papers, speeches presented at professional meetings/settings or educational institutions

```
Screen:  Presentations
Items:   All records
```

[list of [**Presenters/Authors**] as "[Last Name], [F. N.] [M. N.]"] [Presentation Title], [Conference/Meeting Name], [[Presentation Type] or [Explanation of "Other"]], [Sponsoring Organization], [Location], [[Meeting Type] or [Explanation of "Other"]]. ([Month Day, Year]).

5.   National or international recognition or awards

```
Screen:  Awards and Honors
Items:   All records
Criteria:
1. Purpose is equal to "Scholarship/Research" and Scope is one of: "National", "International"
```

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

6. Research in progress

```
Screen:  Externally Funded Research/Projects (Uploaded from eRS system)
Items:   All records
Criteria:
1. Current Status is one of: "Pending", "Unknown", "Declined" and Report Start Date to Report End Date
       overlaps with Date Submitted to Sponsoring Organization (Start) to Date Submitted to Sponsoring
       Organization (End) (Does not include ongoing or undated records)
```

[Contract/Grant/Research Title], [Sponsoring Organization], [Contract/Grant/Research Type], $[Amount Requested]. (Date Submitted to Sponsoring Organization: [Month Submitted to Sponsoring Organization Day Submitted to Sponsoring Organization, Year Submitted to Sponsoring Organization]).

7. Publications in Progress

```
Screen:  Intellectual Contributions (Publications)
Items:   Records not displayed above
Criteria:
1. Current Status is not one of: "Not Accepted", "Published"
```

[Title of Contribution].

8. Other

```
Screen:  Non-Funded Research/Projects
Items:   All records
```

[list of [**Collaborators**] as "[Name]"] [Title], [Status]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

E. Service

Progress Toward Service Goals (narrative)

[Progress Toward Service Goals]

1. Professional

```
Screen:  Professional
Items:   All records
```

[Service/Organization/Committee/Club], [[Position/Role] or [Explanation of "Other"]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

2. University

```
Screen:  University
Items:   All records
```

[Service or Committee Name], [[Position/Role] or [Explanation of "Other"]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

3. College

```
Screen:  College/School
Items:   All records
```

[Service or Committee Name], [[Position/Role] or [Explanation of "Other"]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

4. Department

```
Screen:  Department
Items:   All records
```

[Service or Committee Name], [[Position/Role] or [Explanation of "Other"]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

5. Community

```
Screen:  Public
Items:   All records
```

[Service/Organization/Committee/Club], [[Position/Role] or [Explanation of "Other"]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

6. Awards

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

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

F. Administration

Progress Toward Administrative Goals (narrative)

[Progress Towards Administrative Goals]

```
Screen:  Administrative Assignments
Items:   All records
```

[[Position/Role] or [Explanation of "Other"]]
[Responsibilities/Brief Description (30 Words or Less)]

G. Future Annual Performance Goals

Teaching and Instruction - [Projected Teaching Goals for Next Year]

Research - [Projected Research Goals for Next Year]

Service - [Projected Service Goals for Next Year]

Administrative - [Projected Administrative Goals for Next Year]