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

1. Courses Taught

   | Screen: Scheduling Teaching  | Items: All records |
   | [Semester] [Year]            |
   | [Course Prefix] [Course Number] [Section Number], [Course Name], [Official Enrollment Number] students, [Number of Credit Hours] credit hours, [Total Credit Hours Taught] total credit hours taught. |

   Screen: Scheduling Teaching  | 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
4. Pedagogical Software Development

6. Advising/Mentoring Activities

   [Academic Year]
   Number of Undergraduate Students Advised - [Number of Undergraduate Students Advised]
   Number of Graduate Students Advised - [Number of Graduate Students Advised]
   Approximate Number of Hours Spent for the Year - [Approx. Number of Hours Spent for the Year]

7. Awards

   Screen: Awards and Honors
   Items: All records
   Criteria: 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

1. Publications

   a. Monographs, books, and book chapters

   Screen: Intellectual Contributions (Publications)
   Items: All records
   Criteria: 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: 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: 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]: [Journal/Publisher/Proceedings Publisher].


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]: [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]: [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 Wrk contains the text "Music Composition"
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"

[1. 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]).

[2. 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. 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]).

[4. 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]).

[5. 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: Funded Research/Projects
Items: All records
Criteria:
1. Current Status is equal to "Funded"

[Contract/Grant/Research Title], [Sponsoring Organization], [Contract/Grant/Research Type], $[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]).

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

Screen: Presentations
Items: All records

[1. 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]).

[2. 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: Funded Research/Projects
Items: All records
Criteria:
1. Current Status is equal to "Pending"

[Contract/Grant/Research Title], [Sponsoring Organization], [Contract/Grant/Research Type], $[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]).

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

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
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 or Committee Name], [[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

**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]