

## ARCHITECTURE ANNUAL REPORTS

The document PRO produces for you is only a first draft of what you will need to submit. You will have to fill in any areas in **BLUE FONT** directly into the Microsoft Word document before saving and submitting to your department.

To generate an Annual Report in PRO:

The screenshot shows the 'Run Reports' interface in PRO. A red arrow points from the 'Run Reports' button on the left side menu to the main interface. The interface is divided into several sections:

- 1. Report:** A dropdown menu showing 'ADP-Architecture Annual Report'.
- 2. Date Range:** Fields for Start Date (Jan 01 2015) and End Date (Dec 31 2015).
- 3. Report Options:** A section with a sub-instruction '\* a) Select citation style' and a dropdown menu set to 'APA'.
- 4. File Format:** A dropdown menu set to 'Microsoft Word (.doc)'. Below it, a note states: 'Changes made to the Microsoft Word document will not be reflected in the system.' Below that, a 'Page Size' dropdown is set to 'Letter'.

Numbered callouts provide the following instructions:

1. Click Run Reports on the left side menu.
2. Select the annual report from the drop-down menu.
3. Set the Start/End Date ranges.
4. Select the citation style.
5. Set the File Format to Microsoft Word.
6. Click Run Report in the top right corner. Click OK in the pop-up window to open the document. Save the report to your desktop.

Below is a template for the Architecture Annual Report.

Information in a blue box shows **Which Screen in PRO the Report Uses** for this section.

It also includes the path in PRO to reach the screen. For example, to find the Grants screen, you would follow this path: Manage Activities > Research/Scholarly/Creative Activity > Contracts, Grants, Fellowships, and Other Funded Activity

University of Kansas Architecture Program  
Faculty & Academic Staff Annual Report Form

Period Covered:

The Period Covered populates from the Date Range you select in the [Run Reports](#) feature.

Name:

From the **Personal Information, Teaching/Research Statements, BIO** screen.

Manage Activities > General Information > [Personal Information, Teaching/Research Statements, BIO](#)

Please be sure to email this form, along with an electronic copy of your course syllabi and updated CV, to paolas@ku.edu by February 1. Annual Reports are limited to a three-page maximum.

**Note: A number of narrative fields will print from the Architecture Annual Report Summary Screen (Narratives). Please complete the narrative entries on the screen to populate all the narrative fields on this report.**

**I. Statements Related to Teaching** (submission of peer-review evaluations of teaching is recommended)

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From the **Courses Taught** screen.

Manage Activities > Teaching > [Courses Taught](#)

| SEMESTER | COURSE # | COURSE NAME | CREDIT HOURS | ENROLLMENT |
|----------|----------|-------------|--------------|------------|
|          |          |             |              |            |
|          |          |             |              |            |
|          |          |             |              |            |
|          |          |             |              |            |

***Teaching and Directing Students***

### Directed Student Learning

From the **Directed Student Learning** screen.

Manage Activities > Teaching > [Directed Student Learning \(e.g., theses, dissertations, projects, performances\)](#)

### Experiential Learning

From the **Experiential Learning** screen.

Manage Activities > Teaching > [Experiential Learning](#)

### Achievements of Distinction of Current/Former Students

From the **Achievements of Distinction of Current/Former Students** screen for records with the Item field filled out.

Manage Activities > Teaching > [Achievements of Distinction of Current/Former Students](#)

### Student Awards

From the **Student Group Awards** screen, for records not displayed in the previous section.

Manage Activities > Teaching > [Student Group Awards \(e.g., competitions\)](#)

The following three sections populate from the **Architecture Annual Report Summary** screen, from I. Statements Related to Teaching of the most current record.

Manage Activities > Annual Review submissions > Architecture Annual Report Summary Screen (Narratives)

How did this meet your teaching goals from last year?

Goals for next year:

How could the program/school assist you to be more effective in this area?

**II. Statements Related to Inquiry** (incl. publications [reference appropriately], creative work or exhibits) Please submit digital copies of peer-reviewed authored publications and/or publications of creative work.

KU is now collecting hard data about creative/research work. Please provide the following as appropriate for your work. Explain down below what some of the projects are if necessary.

***Disciplinary Impact***

Peer-reviewed publications:

From the **Publications** screen for records with the field Peer-reviewed/refereed? set to “Yes,” but excluding records with a Publication Type of “Book Reviews” or “Encyclopedia Entries.”

Manage Activities > Research/Scholarly/Creative Activity > [Publications](#)

Other Publications:

From the **Publications** screen, for those records with the field Peer-reviewed/refereed? left blank and excluding records with a Publication Type of “Book Reviews” or “Encyclopedia Entries.”

Manage Activities > Research/Scholarly/Creative Activity > [Publications](#)

Awards and Honors:

From the **Awards and Honors, Honor Societies** screen.

Manage Activities > General Information > [Awards and Honors, Honor Societies](#)

Professional Projects:

From the **Professional Career Projects** screen for records with a Type set to “Professional Projects.”

Manage Activities > General Information > [Professional Career Projects](#)

### Conference Presentations:

From the **Presentations** screen.

Manage Activities > Research/Scholarly/Creative Activity > [Presentations](#)

### ***Community Impact***

#### Refereed Journals Citations

From the **References to My Work/Interviews** screen for records with Type of Publication Cited In or Source set to “Journals” and the Is this an interview field left blank.

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service activities > [References to My Work/Interviews](#)

#### Books Citations

From the **References to My Work/Interviews** screen for records with Type of Publication Cited In or Source of set to “Books” and Is this an interview is not set to “Yes.”

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service activities > [References to My Work/Interviews](#)

#### Newspapers Citations

From the **References to My Work/Interviews** screen for records with Is this an interview? left blank and Type of Publication Cited In or Source set to “Newspapers.”

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > [References to My Work/Interviews](#)

Other (trade publications, dissertations, theses, etc.) Citations:

From the **References to My Work/Interviews** screen for records with Is this an interview? left blank and Type of Publication Cited In or Source not set to “Journals,” “Books” or “Newspapers.”

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > [References to My Work/Interviews](#)

### ***University Impact***

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen, for records with Funding Type/Category set to “Externally-Funded Grant/Contract” or “Commission” or have a Current Status of “Proposal Submitted.”

Manage Activities > Research/Scholarly/Creative Activity > [Contracts, Grants, Fellowships, and Other Funded Activity](#)

The following three sections populate from the **Architecture Annual Report Summary** screen, from II. Statements Related to Inquiry of the most current record.

Manage Activities > Annual Review submissions > Architecture Annual Report Summary Screen (Narratives)

How did this meet your research/creative goals from last year?

Goals for next year:

How could the program/school assist you to be more effective in this area?

### **III. Statements Related to Service (incl. administration, university, professional service)**

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#### **University Service**

From the **University** screen.

Manage Activities > University Service > [University](#)

### School Service

From the **School/College** screen.

Manage Activities > University Service > [School/College](#)

### Department Service

From the **Department** screen.

Manage Activities > University Service > [Department](#)

### Professional Service/Leadership/Development

From the **Professional Service/Leadership/Development** screen.

Manage Activities > Other Service/Professional Development > [Professional Service/Leadership/Development](#)

### Service Artistic Works

From the **Artistic Works – Service** screen for records with a Type of Work that is not set to “Film Screening.”

Manage Activities > Other Service/Professional Development > [Artistic Works - Service](#)

### Service Publications

From the **Publications – Service** screen.

Manage Activities > Other Service/Professional Development > [Publications - Service](#)

## Service Presentations

From the **Presentations – Service** screen.

Manage Activities > Other Service/Professional Development > [Presentations – Service \(e.g., P-12, guest class lectures, outreach\)](#)

## Public Service

From the **Public Service** screen.

Manage Activities > Other Service/professional Development > [Public Service](#)

The following three fields populate from the **Architecture Annual Report Summary** screen, from III. Statements Related to Service of the most current record.

Manage Activities > Annual Review submissions > Architecture Annual Report Summary Screen (Narratives)

How did this meet your service goals from last year?

Goals for next year:

How could the program/school assist you to be more effective in this area?



**IV. Other (ex.: internal funding, awards/fellowships, media coverage, etc.)**

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From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen, for records that do not have the Funding Type/Category set to “Externally-Funded Grant/Contract” or “Commission.”

Manage Activities > Research/Scholarly/Creative Activity > [Contracts, Grants, Fellowships, and Other Funded Activity](#)

Interviews

From the **References to My Work/Interviews** screen for records with Is this an interview? set to “Yes.”

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > [References to My Work/Interviews](#)

External or International Connections and Collaborations

From the **External or International Connections and Collaborations** screen.

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > [External or International Connections and Collaborations](#)

The following grid of totals populates from counts of your citations.

| <b>TOTAL COUNTS</b>  |                                     |
|--|-------------------------------------|
| Peer-Reviewed Publications   |                                     |
| Book Reviews   |                                     |
| Encyclopedia Entries   |                                     |
| Other Publications   |                                     |
| Awards and Honors  |                                     |
| Exhibitions  |                                     |
| Professional Career Projects   |                                     |
| References to My Work/Interviews   |                                     |
| Community-based, service-learning projects completed and documented through the Center for Civic and Social Responsibility | <b>You will have to supply this</b> |

|   |   |
|---|---|
|   | <b>number yourself<br/>– it does not<br/>come from PRO</b>                                      |
| Externally-supported, interdisciplinary research projects   | <b>You will have to<br/>supply this<br/>number yourself<br/>– it does not<br/>come from PRO</b> |
| Faculty engaged in interdisciplinary activities (teaching or research) with faculty/departments beyond the School | <b>You will have to<br/>supply this<br/>number yourself<br/>– it does not<br/>come from PRO</b> |
| Engaged Scholarship   |   |
| Total Grant Dollars   |   |
| Total Gift Dollars (KU Endowment)   | <b>You will have to<br/>supply this<br/>number yourself<br/>– it does not<br/>come from PRO</b> |

Signature: \_\_\_\_\_ Date:

Have you attached: an updated CV? course syllabi?