

# REMINDERS

The document Faculty PRO produces for you is only a first draft of your report. Any areas marked in **BLUE FONT** are sections you will need to fill out yourself.

To generate an Annual Report in PRO:

The screenshot shows the 'Run Reports' interface with the following steps:

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 the CLAS Molecular Biosciences annual report template. Blue boxes contain information on which screens in PRO this annual report uses in its different sections.

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

## Molecular Biosciences Annual Faculty Information Form

Report Start Date to Report End Date

Faculty Member's Name:

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

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

Rank:

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

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

Date of 1<sup>st</sup> Appointment at KU: \_\_\_\_\_

Differential Allocation of Effort (all pre-tenured faculty are 40% teaching: 40% research and 20% service)

Teaching: \_\_\_\_\_% ; Research: \_\_\_\_\_% ; Service: \_\_\_\_\_%

**INSTRUCTIONS:** For each of the categories below, please provide the relevant information for the previous (one) calendar year. The exception is courses taught and major publications where you should list your courses and publications for the preceding two calendar years.

### I. Record of Teaching

#### A. Summary of Courses Taught and Student Evaluations for the previous two calendar years.

*Insert list of courses taught in chronological order under the headings below or insert a table with those headings (Text may continue onto the next page as necessary). List all courses for which at least one student is enrolled (see Enroll and Pay), including such courses as 420, 424, 701, 985, and other 900-level seminars and research credits.*

(Insert cursor to right of table and hit "return" to add lines to the table.)

Course Number & Title	Sem/Year	# Enrolled	Credit hrs	% Effort	Scores*

From the **Courses Taught** screen.

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

## Course Evaluation Data:

\*Fill in the nine scores from student evaluations of teaching for each class in its corresponding box (e.g. 4.80 4.80 4.60 4.60 4.20 4.20 4.60 4.60 4.67)

Course	Content	Goals	Fair	Challenging	Clear	Encouraging	Available	Respected	Acquired
[Semester]/[Year]									

From the **Courses Taught** screen.

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

## Explanation for Missing Course Evaluation Data:

*Insert the reason for any missing course evaluations for courses of 5 or more students*

### B. Undergraduate Advising Record for the previous calendar year

- **Undergraduate Advisees:** List the undergraduate students for whom you serve or have served as the primary advisor or mentor, honors thesis chair, honors committee member, etc., in the previous year. Please separately list students that you met with to provide scheduling, career and other advice (under “Advising”), those who performed research projects in your lab (under “Research”), and any others (under appropriate headings)

*Insert names of Undergraduate Advisees here (Text may continue onto the next page as necessary).*

From the **Directed Student Learning** screen.

Manage Activities > Teaching > [Directed Student Learning](#)

*As Primary Advisor [Academic Advisees PRO Screen]*

From the **Academic Advisees** screen.

Manage Activities > Teaching > [Academic Advisees](#)

*Academic Advising Summary*

From the **Academic Advising Summary** screen.

Manage Activities > Teaching > [Academic Advising Summary](#)

### C. Graduate and Postgraduate Advising Record for the previous calendar year

- 1. Committee Chair: Doctoral.** List the doctoral students whose committee you have chaired in the previous year (the doctoral graduate students who are performing their doctoral research in your lab, under your mentorship). List names of co-chairs if applicable.

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*Insert names of Doctoral Advisees here* (Text may continue onto the next page as necessary).

From **Directed Student Learning** screen where Position/Role is set to "Chair", "Co-Chair", or "Advisor".

Manage Activities > Teaching > [Directed Student Learning](#)

- 2. Committee Chair: Masters.** List the masters students whose committee you have chaired in the previous year (the masters graduate students who are performing their masters research in your lab, under your mentorship). List names of co-chairs if applicable.

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*Insert names of Masters Advisees here* (Text may continue onto the next page as necessary).

From the **Directed Student Learning** screen where Position/Role is set to "Chair", "Co-Chair", or "Advisor".

Manage Activities > Teaching > [Directed Student Learning](#)

- 3. Other graduate committee service: Doctoral.** List the names of other doctoral students on whose committees you have served in the previous year. Specify if you had a role as a reader or Orals Committee Chair, for example.

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*Insert names of other doctoral students here* (Text may continue onto the next page as necessary).

From the **Directed Student Learning** screen where Position/Role is NOT set to "Chair", "Co-Chair", or "Advisor".

Manage Activities > Teaching > [Directed Student Learning](#)

- 4. Other graduate committee service: Masters.** List the names of other masters students on whose committees you have served in the previous year. Specify if you had a role as a reader, for example.

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*Insert names of other masters students here* (Text may continue onto the next page as necessary).

From the **Directed Student Learning** screen where Position/Role is NOT set to "Chair", "Co-Chair", or "Advisor".

Manage Activities > Teaching > [Directed Student Learning](#)

- 5. Postdoctoral Fellows:** List the names and graduate institutions of postdoctoral fellows and visiting scholars whom you have mentored in the previous year.

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*Insert names of postdoctoral fellows/visiting scholars here* (Text may continue onto the next page as necessary).

From the **Directed Student Learning** screen where Committee/Activity Type includes "Postdoctoral" or "Visiting Scholar."

Manage Activities > Teaching > [Directed Student Learning](#)

**6. Rotation students:** List the names of rotation graduate students you hosted in the previous year.

*Insert names of rotation students here (Text may continue onto the next page as necessary).*

**D. Honors and Awards for Teaching for the previous calendar year.**

Provide a chronological list below of honors, prizes, awards, etc., received for teaching and advising.

*Insert list of teaching honors and awards here (Text may continue onto the next page as necessary).*

From the **Awards and Honors, Honor Societies** screen when Purpose is set to "Teaching".

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

**E. Other Accomplishments Related to Teaching for the previous calendar year.** If you have teaching accomplishments that do not fit in the previous categories, please list them here.

*Insert other teaching accomplishments here (Text may continue onto the next page as necessary).*

**F. Comments Related to Teaching for the previous calendar year.** If you have comments regarding your teaching, please list them here.

*Insert teaching comments here (Text may continue onto the next page as necessary).*

## II. Record of Research/Scholarship

**A. Research Publications and/or Creative Works.**

**1. Major Publications or Creative Works for the previous two calendar years.**

- Provide a numbered list in chronological order of your major published and "in press" work.
- Include complete citations and identify which works were peer-reviewed and which were invited.
- Also include the "impact factor" for each journal – can be found at:  
<http://admin-apps.isiknowledge.com/JCR/JCR> (Establish a new session, then search for a specific journal)

*Insert Chronological List of Major Research/Scholarship/Creative Works here (Text may continue onto the next page as necessary).*

1.

From the **Publications** screen for records that have Current Publication Status set to "Published" or "Accepted/In Press".

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

**2. Minor Publications or Creative Works for the previous calendar year.**

- Provide a numbered list in chronological order of your minor published and “in press” work. Include complete citations and identify which works were peer-reviewed or juried and which were invited.

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*Insert Chronological List of Minor Research/Scholarship/Creative Works here* (Text may continue onto the next page as necessary).

1.

From the **Publications** screen for records that have Current Publication Status set to “Published” or “Accepted/In Press”.

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

**3. Works Submitted or Ready for Submission for the previous calendar year.**

- Provide a numbered list of work that has either been submitted for publication or has been completed and is ready for submission. Include complete citations and identify which works were peer-reviewed or juried and which were invited.

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*Insert List of Works Submitted or Ready for Submission here* (Text may continue onto the next page as necessary).

1.

From the **Publications** screen for records that have Current Publication Status *not* set to “Published” or “Accepted/In Press”.

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

**B. Scholarly Presentations**

**1. Major Presentations for the previous calendar year**

- Provide a numbered list in chronological order of your major scholarly presentations. Give complete citations, including all authors in the order in which they were listed; the date and location of the presentation, the sponsoring organization (e.g., name of the professional organization or university), and venue (e.g., annual conference, visiting scholar seminar).

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*Insert Chronological List of Major Scholarly Presentations here* (Text may continue onto the next page as necessary).

1.

From the **Presentations** screen using records with Major or Minor? set to “Major”.

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

**2. Minor Presentations for the previous calendar year**

- Provide a numbered list in chronological order of your minor scholarly presentations following the directions for major presentations above.

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*Insert Chronological List of Minor Scholarly Presentations here (Text may continue onto the next page as necessary).*

1.

From the **Presentations** screen using records with Major or Minor? set to “Minor”.

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

## C. Grants and/or other Funded Projects

### 1. External Funding

#### a. Funded and Active Proposals for the previous calendar year

- Provide a numbered list in chronological order of all funded and active research proposals.
- For each, indicate the name of the project, your role (e.g., PI, Co-investigator, etc.) and the names of all co-investigators, the name of the funding agency/organization, the amount of funding per year (for the year of this report), the amount of direct costs available to your laboratory and dates of the project.
- Indicate whether the awards were the result of a competitive process or an invited sole source contract.

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*Insert Chronological List of Funded Proposals here (Text may continue onto the next page as necessary).*

#### Organization or University where Employed

#### Funding Type/Category

1.

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

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

#### b. Proposals Under Review for the previous calendar year

- Provide a numbered list in chronological order of all funding proposals that are currently under review. Follow the guidelines for funded proposals.

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*Insert Chronological List of Proposals Under Review here (Text may continue onto the next page as necessary).*

#### Organization or University where Employed

#### Funding Type/Category

1.

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

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

**c. Other Proposals Submitted, Not Funded for the previous calendar year**

- Provide a numbered list in chronological order of all unfunded proposals that were submitted. Follow the guidelines for funded proposals.

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*Insert Chronological List of Unfunded Proposals here* (Text may continue onto the next page as necessary. List only those submitted since appointment at KU or since last promotion as applicable).

**Organization or University where Employed**

**Funding Type/Category**

1.

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen for records with Funding Type/Category of “Commission” or “Externally-Funded Grant/Contract” and Current Status of “Not Funded”.

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

**2. Internal Funding for the previous calendar year**

- Provide a numbered list in chronological order of all internal proposals for funding of research. Follow the guidelines for external proposals.

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*Insert Chronological List of Internal Funding here* (Text may continue onto the next page as necessary).

**Organization or University where Employed**

**Funding Type/Category**

1.

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen.

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

**D. Honors and Awards for the previous calendar year**

Provide a chronological list below of honors, prizes, awards, etc., received for research or creative.

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*Insert Chronological List of Honors and Award for Research or Creative Work here* (Text may continue onto the next page as necessary).

From the **Awards and Honors, Honor Societies** screen where Purpose is set to “Research”.

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

**E. Other Accomplishments Related to Research/Scholarship for the previous calendar year.**

If you have research/creative accomplishments that do not fit in the previous categories, please list them here.

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*Insert Other Accomplishments here* (Text may continue onto the next page as necessary).



**F. Comments Related to Research/Scholarship for the previous calendar year.** If you have comments regarding your research/scholarship, please list them here.

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*Insert research/scholarship comments here (Text may continue onto the next page as necessary).*

### III. Record of Service

#### A. University of Kansas Service

List service under the categories: department/unit (if applicable), school (or CLAS, Libraries, Research & Graduate Studies, as appropriate), and university. Indicate membership (with dates) and leadership roles on task forces, councils, or committees at each level.

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*Insert chronological list of university service here under the categories above (Text may continue onto the next page as necessary).*

##### 1. University Service

From the **University** screen for records with Organization where employed at time of service set to "University of Kansas".

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

##### 2. School/College Service

From the **School/College** screen for records with Organization where employed at time of service set to "University of Kansas".

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

##### 3. Department/Unit Service

From the **Department** screen for records with Organization where employed at time of service set to "University of Kansas".

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

## B. Professional Service outside the University

List your professional service under the categories: Local and State, Regional, National, International. Include service as a journal editor or editorial board member, offices held in professional organizations, membership on grant review panels, etc. Do not include volunteer activities at any level that are unrelated to your professional expertise.

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*Insert chronological list of professional service here under the categories above (Text may continue onto the next page as necessary).*

From the **Professional Service/Leadership/Development** screen, sorted by Scope, and includes all records that do *not* have Position/Role set to "Participant", "Attendee", "Discussant", "Assistant Editor", or "Attendee, Meeting".

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

## C. Chronological list of honors, prizes, and awards received for service.

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*Insert chronological list of honors, prizes, and awards for service here (Text may continue onto the next page as necessary).*

From the **Awards and Honors, Honor Societies** screen for records with Purpose set to "Leadership", "Service", "Professional", or "Other Recognition".

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

## D. Mentoring Activities

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*List any mentor/mentee relationships you have with other faculty members and give a brief description of the frequency of interactions, activities, outcomes and current status of the mentor/mentee relationship.*

*Our Faculty Evaluation Plan states that Assistant and Associate Professors meet at least once a year with their mentor to discuss their progress toward their research, teaching and service goals. A written report of this meeting should be prepared by the mentor and submitted to the Department chairperson for inclusion in the Annual Faculty Evaluation process.*

*If you are an Assistant or Associate Professor and have chosen to opt out of the mentoring program, please state that here.*

## E. Other Comments on Service. If you have comments regarding your service, please list them here.

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*Insert service comments here (Text may continue onto the next page as necessary).*

## IV. CV and Publications.

Please include a copy of your **updated CV** with this annual report AND send PDF files or printed copies of your **publications** for display on our board. THANKS!