

## 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 sections and callouts:

- 1. Click Run Reports on the left side menu.** (Callout pointing to the red 'Run Reports' button)
- 2. Select the annual report from the drop-down menu.** (Callout pointing to the 'Report' dropdown menu showing 'CLAS Annual Report Humanities')
- 3. Set the Start/End Date ranges.** (Callout pointing to the 'Date Range' section with 'Start Date' Jan 01 2015 and 'End Date' Dec 31 2015)
- 4. Select the citation style.** (Callout pointing to the 'Report Options' section where 'APA' is selected under '\* a) Select citation style')
- 5. Set the File Format to Microsoft Word.** (Callout pointing to the 'File Format' section where 'Microsoft Word (.doc)' is selected)
- 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.** (Callout pointing to the 'Run Report' button)

Below is the CLAS 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

## College of Liberal Arts and Sciences Annual Activities Report

### Name:

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

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

### Report Date Range:

You set the date range when you use the [Run Reports](#) feature. The report template can accommodate any start and end dates you wish (e.g., one or multiple academic or calendar years). Keep in mind, only records dated within the date range you set will appear in your report.

## TEACHING

### I. Summary of Courses Taught

#### A. KU Course List

*Note: Cross-listed courses are listed separately and enrollment counts may not represent the total number of students in attendance during a class session*

From the **Courses Taught** screen using the dates set for the report.

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

#### Teaching Other Activities

From the **Other Activity (Languages/Narratives)** screen if the [Activity Type](#) is selected as “Teaching” or as “Other” with a phrase containing the word “Teaching.”

Manage Activities > Other Teaching, Research/Scholarly/Creative, Services > [Other Activity \(Languages/Narratives\)](#)

## **B. Professional or Non-Credit Instruction**

From the **Professional, Leadership, Non-Credit Instruction Taught** screen.

Manage Activities > Teaching > [Professional, Leadership, Non-Credit Instruction Taught](#)

## **II. Graduate Studies**

Sections A. through E. come from the **Directed Student Learning** screen, printing only those records with dates.

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

### **A. Doctoral/Dissertation Committees Chaired**

### **B. Master's/Thesis Committees Chaired**

### **C. Additional Graduate Student Committee Service**

- 1. Doctoral Committees (both within and outside unit)**
- 2. Master's Committees (both within and outside unit)**

### **D. Examinations or Orals**

- 1. PhD Examinations/Orals**
- 2. Master's Examinations/Orals**
- 3. Other Examinations/Orals**

### **E. Graduate Studies/Research**

## F. Other Graduate/Postdoctoral Advising

### 1. Graduate Student Academic Advisees

From the **Academic Advising Summary** and the **Academic Advisees** screens.

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

### 2. Postdoctoral Advisees

From the **Academic Advisees** and the **Directed Student Learning** screens.

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

## III. Undergraduate Studies/Research

Sections A. through C. come from the **Directed Student Learning** screen.

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

### A. Undergraduate Honors Student Committees Chair/Advisor

### B. Undergraduate Research

### C. Other Undergraduate Studies/Research

### D. Undergraduate Academic Advising Summary

From the **Academic Advising Summary** and the **Academic Advisees** screens.

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

## IV. Teaching Awards

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

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

## **RESEARCH**

### I. **Publications (submitted/in review, accepted/in press, or published)**

From the **Publications** screen.

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

**PLEASE NOTE** Marking your publications as major or minor will allow them to appear in the proper categories on this report. For the Humanities and International/Interdisciplinary Studies divisions, marking the field for “Is this creative work?” will separate scholarly publications from creative works on this report.

“Contribution Type” and “Current Publication Status” fields must be filled in. Publications that are designated as “submitted/in review,” “accepted/in press,” or “revising to re-submit” will appear on the report *without* a publication date.

#### A. Major Publications

1. Books
2. Refereed Journal Articles
3. Book Chapters
4. Other Major Publications

#### B. Minor Publications

1. Proceedings

2. **Articles**
3. **Chapters in Textbooks**
4. **Reviews/Book Reviews**
5. **Published Abstracts**
6. **Other Minor Publications**

## II. Major Creative Work/Scholarship

### Major Creative Work Publications

From **Publications** screen for records set as “Yes” for Is this creative work? and the Major or Minor? field set to “Major”.

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

### Major Artistic Works

From the **Artistic Works, Residencies, Compositions, Performances/Conducting** screen if the record’s Major or Minor? field is set to “Major”.

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

### Film Screenings

From **Artistic Works, Residencies, Compositions, Performances/Conducting** screen with Type of Work set to “Film Screenings” and the Major or Minor? field set to “Major”.

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

## Exhibitions

From the **Exhibitions** screen if the record's Major or Minor? field is set to "Major".

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

## Traveling Exhibitions

From the **Exhibitions** screen if the Exhibition Category field is set to "Traveling Exhibition" and the Major or Minor? field set to "Major".

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

## Permanent Collections

From the **Exhibitions** screen if the Exhibition Category field is set to "Permanent Collections" and the Major or Minor? field set to "Major".

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

## Field Research

From the **Field Research** screen.

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

### III. Minor Creative Work/Scholarship

#### Minor Creative Work Publications

From **Publications** screen for records set as “Yes” for Is this creative work? and the Major or Minor? field set to “Minor”.

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

#### Minor Artistic Works

From the **Artistic Works, Residencies, Compositions, Performances/Conducting** screen if the record’s Major or Minor? field is set to “Minor”.

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

#### Film Screenings

From **Artistic Works, Residencies, Compositions, Performances/Conducting** screen with Type of Work set to “Film Screenings” and the Major or Minor? field set to “Minor”.

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

#### Exhibitions

From the **Exhibitions** screen if the record’s Major or Minor? field is set to “Minor”.

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



## Traveling Exhibitions

From the **Exhibitions** screen if the Exhibition Category field is set to “Traveling Exhibition” and the Major or Minor? field set to “Minor”.

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

## Permanent Collections

From the **Exhibitions** screen if the Exhibition Category field is set to “Permanent Collections” and the Major or Minor? field set to “Minor”.

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

## IV. Research Funding/Fellowships

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

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

## V. Patents

From the **Patents and Copyrights** screen for items labelled “Patent”.

Manage Activities > Research/Scholarly/Creative Activity > [Patents and Copyrights](#)

## VI. Copyrights

From the **Patents and Copyrights** screen for items labelled “Copyright”.

Manage Activities > Research/Scholarly/Creative Activity > [Patents and Copyrights](#)

## VII. Invention Disclosures

If you have invention disclosures, you'll have to manually type them into your MS Word document after you run your report. This information is not yet captured in PRO.

## VIII. Invited Presentations/Lectures

From the **Presentations** screen if the Invited field is set to "Yes".

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

## IX. Presentations/Lectures

From the **Presentations** screen.

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

## X. Research Awards

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

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

## **SERVICE**

### **I. Service to the University**

#### **A. Department/Unit**

From the **Department** screen with Organization where employed at time of service is marked with “University of Kansas”.

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

#### **B. College**

From the **School/College** screen with Organization where employed at time of service is marked with “University of Kansas”.

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

#### **C. University**

From the **University** screen with Organization where employed at time of service is marked with “University of Kansas”.

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

### **II. Professional Service Outside the University (e.g., Editorial Service, Offices Held)**

From the **Professional Service/Leadership/Development** screen, excluding records marked as “Attendee” or “Participant” in the Position/Role field.

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

### III. Other Service

#### A. Service Publications

From the **Publications - Service** screen.

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

#### B. Service Presentations

From the **Presentations - Service** screen.

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

#### C. Public Service

From the **Public Service** screen.

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

#### D. Service Artistic Works

From the **Artistic Works - Service** screen.

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

#### E. Service Film Screenings

From the **Artistic Works - Service** screen if the Type of Work is set to “Film Screening.”

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

#### IV. Honors or Awards for Professional Service / Other Recognition

From the **Awards and Honors, Honor Societies** screen (excluding records that have Purpose set to “Teaching” or “Scholarship/Research” since those awards appear elsewhere in the report).

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

#### V. Connections and Collaborations

##### A. External or International Connections and Collaborations: Bold Aspirations Strategic Plan Information

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

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

#### ADDITIONAL GENERAL INFORMATION

##### Activity Currently in Progress

From the **Activity Currently in Progress** screen.

Manage Activities > Research/Scholarly/Creative Activity > [Activity Currently in Progress](#)

##### References to My Work

From the **References to My Work/Interviews** screen.

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

## Interviews

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

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

## Reviews

From the **Reviews** screen.

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