

## 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' menu bar)
- 2. Select the annual report from the drop-down menu.** (Callout pointing to the 'Report' dropdown menu showing 'CLAS - EEB Ann Rpt')
- 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 in the top right corner)

Below is the CLAS EEB 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

## Faculty Information Form (Annual Report), [Report End Year]

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.

### Department of Ecology & Evolutionary Biology

Faculty Member Rank:

Your name comes from the **Personal Information, Teaching/Research Statements, BIO** screen.

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

From the **Administrative Data – Yearly Data** screen.

Manage Activities > General Information > Administrative Data – Yearly Data

Percent appointment in EEB:

Other unit, if any:

**Please keep in mind that you will need to complete any **FIELDS IN BLUE**.**

*Please note that the information you provide will be used to determine merit pay increases and for assembly of the Department's Annual Report.  
Period covered by this report:*

You set the date range when you use the [Run Reports](#) feature.

*Return electronic copy of form in MS Word as an e-mail attachment to Dorothy Johanning [[jdorothy@ku.edu](mailto:jdorothy@ku.edu)] saved as **YourSurname.YourFirstInitial.FIF.11.doc** (e.g. Surname.FirstInitial.FIF.Year.doc)*

*Please indicate your allocation of effort to your [Report Start Year] EEB appointment:*

Teaching:      Research:                      Service:

#### **PART I. TEACHING (40%)**

A full-time member of EEB is normally expected to teach one course per semester, to receive solid, positive student evaluations, and to participate in periodic peer review of teaching. **Teaching also includes research training and mentorship of graduate students, undergraduates, and postdoctoral affiliates.** *Teaching does not include routine undergraduate advising or mentoring junior faculty, which should be considered as service.* A guide to the activities that may contribute to the teaching profile of faculty members is available upon request.

Please note that accommodation is made for other teaching activities—e.g., some faculty may have taught courses overseas, or developed new courses. Likewise, if special circumstances bear on your teaching profile (e.g., medical leave, special arrangements), please note this in the space provided and append appropriate documentation.

### A. Formal Teaching (20% of the 40%)

Using a separate line for each course, list the following in this order: course number, title of course, credits (if variable, e.g., BIOL 424, add all credits for all students), final enrollment, % involvement (100% if not team-taught). **Indicate formally evaluated courses with an asterisk (\*) beside course number.** For **laboratory classes**, indicate in the % column your contribution vs. that of a TA. For **co-taught courses**, please elaborate (below the table) the nature and extent of your involvement in the course. List only courses that contribute to your normal academic appointment at The University of Kansas.

Course No.	Term	Title	Credits	Enroll.	%
1.					

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

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

**You may submit documentation of your teaching activities (portfolios, syllabi, evidence of student work/learning, etc.). What evaluation was performed? Student? Peer? Other?**

(Indicate if peer evaluation letters are in your file or are appended to this report.)

**For each course for which you were evaluated formally (asterisks in table above), please submit a brief statement summarizing (1) how the evaluations were obtained, (2) the ways in which the numerical results coincided with or deviated from means for similar courses in the department, and (3) if they deviate strongly from the means of similar courses, explain any noteworthy deviations and discuss your plans to address any apparent shortcomings.**

1.

#### Informal courses

(Include discussion groups, journal clubs, etc. here. Indicate the nature of your involvement and the frequency at which the group met.)

#### Guest Lectures

From the **Presentations – Service** screen using records with a Type set to “Guest Class Lecture.”

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

## B. Graduate & Post-graduate Education and Research Mentoring (20% of the 40%)

### Current graduate students

Name	Degree/Major Sought	Year began	Anticipated date of completion	Chair or Co-Chair	Home Institution if not KU
1.					

From the **Directed Student Learning** screen where Role is set to “Chair”, “Co-Chair”, “Advisor” or “Co-Advisor” and the Stage of Completion is “In progress.”

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

### Students who have completed degrees in past academic year (Chair or Co-Chair)

Name	Degree/Major Earned	Year began	Current position	Home Institution if not KU
1.				

From the **Directed Student Learning** screen where Role is set to “Chair”, “Co-Chair”, “Advisor” or “Co-Advisor” and the Stage of Completion is “Completed.”

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

### Self-evaluation of mentoring activities

Please comment below on your graduate and postgraduate mentoring activities. How are the individuals you have mentored supported? Are you involved in collaborative projects with them? Please cite particularly noteworthy achievements by these individuals, and comment on whether you think they are making satisfactory progress.

### Other graduate students on whose committee you serve

Name	Degree/Major Sought	Department	Role	Home Institution if not KU
1.				

From the **Directed Student Learning** screen.

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

### Graduate student consultation

Name	Degree Sought	Department	Nature of consultation
1.			
2.			

### Current postdoctoral fellows

Name	Year began– Year end	Project description	Home Institution if not KU
1.			

From the **Directed Student Learning** screen for records that have Committee/Activity Type include the term “Postdoctoral” and the Stage of Completion is “In progress.”

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

### Undergraduate research mentorship (If undergraduate is a volunteer, put “none” in support.)

Name	Support	No. of semesters	Project description and undergrad activity (e.g., hourly employee, assisted grad student, independent research)	Home Institution if not KU
1.				

From the **Directed Student Learning** screen for records that have Committee/Activity Type include the term “Undergraduate” and the Stage of Completion is “In progress.”

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

### Other teaching activities (e.g., CTE, developing new course, workshops).

### Awards/Honors *Describe any teaching awards or honors received.*

From the **Awards and Honors, Honor Societies** screen for records with Purpose set to “Teaching.”

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

### Special circumstances

*Based on the contributions that you made to teaching in the past academic year, please provide a brief evaluation of your teaching performance in the space provided below. **Explain why you think it meets, exceeds, or falls short of departmental expectations.***

## PART II. RESEARCH (40%)

A full-time member of EEB is expected to conduct an active research program supported by extramural funding that also includes graduate student, postdoctoral, and/or undergraduate research support. Research activity is measured by consistent production of peer-reviewed publications in keeping with the expectations of the faculty member's discipline, participation in national and international professional meetings and conferences, and graduation of students who subsequently become successful professionals in their own right. Exceptional performance may include such accomplishments as production of many high-quality publications and/or receiving numerous extramural grants or contracts.

### A. Publications & Grants (30% of the 40%)

**Norms for research in your discipline.** Please provide a perspective on your field by explaining what is expected among your professional peers in terms of research support and productivity. Please tell us the normal length of time it takes from the inception of a project to the publication of a paper. What is the usual turn-around time from submission until publication? Does the senior author usually appear first or last in the list of authors? Is it usual to include names of authors who have not contributed intellectually to the work? Any other special considerations?

**Major peer-reviewed publications and reports, including electronic contributions.** (Reprints may be requested.) List complete citations for papers (journal publications, book chapters, symposia proceedings, URL, etc.) that appeared in print during the calendar year, along with those that are in press, meaning that they have been accepted for publication and **are not accepted pending revision**. Be sure the citation is COMPLETE. Include the names of **all authors** (i.e., no "et al."). Make sure you cite the correct page numbers, including the volume, issue, number, etc. Briefly state the nature of your contribution to multi-authored papers. (**Bold-face your name**. See sample.)

Citation	%	Optional: describe contribution
<b>PUBLISHED:</b>		
1.		
<b>IN PRESS: YOU MAY LIST AN ITEM AS "IN PRESS" IN ONLY ONE ANNUAL REPORT; INCLUDE DOCUMENTATION OF ACCEPTANCE</b>		
1.		

From the **Publications** screen.

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

**PLEASE NOTE** Publications must have a publication date to appear on this report. Major or Minor? should be set to "Major," and Peer-Reviewed/Refereed should be set to "Yes."

**Books** List complete citations for books that appeared in print during the calendar year, along with those that are in press. Be sure to note whether publication is a **revision**, or a **new contribution**. Distinguish between volumes for which you served as an **editor, author**, or perhaps both.

Citation	%	Optional: describe contribution
<b>PUBLISHED:</b>		
1.		
<b>IN PRESS: YOU MAY LIST AS "IN PRESS" IN ONLY ONE ANNUAL REPORT; INCLUDE DOCUMENTATION OF ACCEPTANCE</b>		
1.		

From the **Publications** screen.

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

**PLEASE NOTE** Books must have a publication date to appear on this report. Major or Minor? should be set to "Major", and Peer-Reviewed/Refereed should be set to "Yes."

**Minor publications (Bold-face those that are peer-reviewed.)** List technical reports, contributions to web pages, popular articles, newspaper editorials, book reviews, etc. that appeared in print during the calendar year, along with those that are in press, meaning that they have been accepted for publication and **are not accepted pending revision**.

Citation	%	Optional: describe contribution
<b>PUBLISHED:</b>		
1.		
<b>IN PRESS: YOU MAY LIST AS "IN PRESS" IN ONLY ONE ANNUAL REPORT; INCLUDE DOCUMENTATION OF ACCEPTANCE</b>		
1.		

From the **Publications** screen.

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

**PLEASE NOTE** Publications must have a publication date to appear on this report. Major or Minor? should be set to "Minor".

**Extramural grants.** List grants, indicating what funding you actually control as a result of a successful grant on which you are listed as PI or co-PI. List the lead PI status in bold-face type. Give the title of the grant, its duration and the dollar amount of the award. Provide the name of the agency, along with the initiation and termination dates. Indicate your involvement in the grant activity and the amount of funds. Please note that subcontracts normally do not qualify as primary grants. If you hold a subcontract and are not a Co-PI on the main grant, indicate that you hold a subcontract, the amount, and whether you are a PI or a Co-PI on the subcontract.

Investigators & Proposal: Total \$ Amount (bold-face lead PI)	Agency & Time	Describe contribution/involvement and funds controlled by you
<b>Grants received:</b>		
1.		
<b>Proposals submitted and pending: (indicate date submitted and expected date of decision)</b>		
1.		

<b>Proposals submitted and not funded:</b> (indicate date submitted and date declined)		
1.		

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

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

**Intramural grants** See instructions for extramural grants.

<b>Investigators &amp; Proposal: Total \$ Amount</b> (bold-face lead PI)	<b>Agency &amp; Time</b>	<b>Describe contribution/involvement and funds controlled by you</b>
<b>Grants received:</b>		
1.		
<b>Proposals submitted and pending:</b> (indicate date submitted and expected date of decision)		
1.		
<b>Proposals submitted and not funded:</b> (indicate date submitted and date declined)		
1.		

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

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

## B. Presentations, Panels/Workshops, & Meetings (10% of the 40%)

### Presentations at symposia / conferences / meetings / workshops / university colloquia

Author(s), Title, Venue, & Date (bold-face presenter)	%	Optional: Describe your participation
<b>Invited oral:</b>		
1.		
<b>Invited poster:</b>		
1.		
<b>Contributed oral:</b>		
1.		
<b>Contributed poster:</b>		
1.		

From the **Presentations** screen for records *not* labelled “Poster” or “Workshop” in the Presentation Type field.

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

### Workshops & Meetings

Name & Venue of Meeting	Dates	Describe your participation
<b>Attended:</b>		
1.		
<b>Convened:</b>		
1.		
<b>Invited participant:</b>		
1.		

From the **Presentations** screen for records with a Presentation Type of “Workshop.”

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

**Other research activities** Describe any other research activities not covered by the above categories—e.g., design and maintenance of grant-supported websites.

**Awards/Honors** Describe any research awards or honors received.

From the **Awards and Honors, Honor Societies** screen for records with Purpose set to “Research.”

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

### Special circumstances

Based on your research activity in the past academic year, please provide brief evaluation of your performance in the space provided below. **Explain why you think it meets, exceeds, or falls short of departmental expectations.**

**PART III. SERVICE (20%)**

Service expectations of faculty members vary depending upon the stage of their career. Less service is expected of pre-tenure faculty, especially those who have not yet passed their third-year review; nonetheless, even early career faculty are encouraged to participate in departmental, academic, and professional venues, as appropriate. Post-tenure faculty members are expected to have a well-balanced portfolio of service activities that reflects their interests and professional expertise in the academic, professional, and local communities. Usually this participation is measured by involvement in professional societies, consultant and editorial services, manuscript and proposal review, participation in panels, taskforces, etc. With the realization that some service activities involve substantial commitments of time and effort and reflect particularly well on the Department and University, special consideration is given to participation in high-profile University taskforces and panels sponsored by agencies such as NIH, NSF, NOAA, DOE, NASA, etc.

**Committee service**

Committee or Organization	Begin date/End date	Approx. # hrs/days total	Your role (e.g., chair / officer)
<b>International/National agencies, organizations, &amp; committees</b>			
1.			

From the **Professional Service/Leadership/Development** screen for records with Scope set to “International” or “National” that do *not* have Name Position/Role set to “Editor”, “Grant”, “Panel”, “Proposal”, or “Reviewer”.

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

<b>Regional/State/Local (non-KU) and state organizations &amp; committees</b>			
1.			

From the **Professional Service/Leadership/Development** screen for records with Scope set to “Regional”, “State”, or “Local” that do *not* have Name Position/Role set to “Editor”, “Grant”, “Panel”, “Proposal”, or “Reviewer”.

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

<b>University committees</b>			
1.			

From the **University** screen when Organization where employed at time of service is set to “University of Kansas”.

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

<b>College committees</b>			
1.			

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

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

<b>[Department] or [If 'Other', Name Department]</b>			
1.			

From the **Department** screen when Organization where employed at time of service is set to "University of Kansas".

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

### Professional service

<b>Organization/Journal/Book/Agency</b>			
<b>Formal editorial service<sup>1</sup></b>	<b>Dates of service</b>	<b>Approx. total # hrs.</b>	<b>Position</b>
1.			

From the **Professional Service/Leadership/Development** screen when Position/Role includes "Editor" in the title.

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

<b>Manuscript review</b>	<b>Dates of service</b>	<b>No. mss</b>	<b>Approx. total # hrs.</b>
1.			

From the **Professional Service/Leadership/Development** screen when Position/Role includes "Review" or "Referee" but *not* "Grant", "Proposal", or "Panel" in the title.

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

<b>Proposal review</b>	<b>Dates of Service</b>	<b>Program/Section</b>	<b>Approx. total # hrs.</b>
1.			

From the **Professional Service/Leadership/Development** screen when Position/Role includes "Grant" or "Proposal" but *not* "Panel" in the title.

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

<b>Panel participation</b>	<b>Program</b>	<b>Dates</b>	<b>No. Proposals</b>
1.			

From the **Professional Service/Leadership/Development** screen when Position/Role includes "Panel" in the title.

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

<sup>1</sup>List only services for which you were not paid or otherwise receive compensation by reduction in teaching and/or research expectations.

**Undergraduate Student Advising** *This refers to curricular advice provided to undergraduates and is distinct from Undergraduate Mentoring, which is part of teaching contributions (listed above). Estimate the number of undergraduate students advised and/or the time devoted to undergraduate student advising.*

From the **Academic Advising Summary** screen.

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

### Service Presentations

<b>Committee or Organization</b>	<b>Begin date/End date</b>	<b>Approx. # hrs/days total</b>	<b>Your role (e.g., chair / officer)</b>
<b>International/National</b>			
<b>Regional/State/Local</b>			

From the **Presentations – Service** screen.

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

**Minority Recruitment** *Please record any activities in the area of minority recruitment.*

**Consulting** *Describe any internal (KU) and external consulting activities for which you are not remunerated.*

From the **Consulting** screen.

Manage Activity > Other Service/Professional Development > [Consulting](#)

**Awards/Honors** Describe any service awards or honors received.

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](#)

**Other Service Activities** Describe any other service activities not covered by the above categories (e.g., hosting seminar speakers (setting up schedules, arranging airport pickup, etc.), talks at local schools, judging at science fairs, assisting in school science projects, etc.