

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 Math Annual Report')
- 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 Math 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

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

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

PLEASE NOTE 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.

MATHEMATICS DEPARTMENT

FACULTY ANNUAL REPORT

According to the Annual Faculty Evaluation Plan, each faculty member should submit each year a report of teaching, research and service activities for the past year. To facilitate the process, please report all activities for the preceding two calendar years and the current year to the time of the report (January 1, 2013 – present). This year, though not required, you are strongly encouraged you to use the Faculty PRO system to update your CV and your annual report. The Faculty Annual Report can be run in PRO. In any case, please send your up-to-date vita and annual report in pdf format to **Kerrie by Monday March 23**. The Executive Committee will begin its work the following week. *Please be sure to include all relevant information in your report, since the Executive Committee can only act on the information contained in the annual report.*

Please review the department's Faculty Evaluation Plan (can be found online in the Department's Handbook under Local Users). According to the plan you should be accumulating a file of documentary information to be accessible not only for annual evaluations, but for tenure and/or promotion consideration, post-tenure review, sabbatical applications, award nominations, and for the awarding of merit.

Feel free to include any information and/or *brief* statements that will help the committee in its evaluation of your teaching, research and service. Please note that the PRO report provides space for additional comments. [You may choose to complete the sections in blue that cannot be pre-populated with PRO data.](#) Possible categories to report on are listed below.

Research and Scholarship

Research papers and monographs published

1

From the **Publications** screen.

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

PLEASE NOTE Publications must have a Current Publication Status of "Published" and a Published Date to appear on this report.

Papers accepted and papers submitted

1

From the **Publications** screen with Current Publication Status of “Accepted/In Press”, “Submitted/In Review”, or “Revising to Resubmit/In Review”.

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

Invited talks given and contributed talks given

1

From the **Presentations** screen for records with Invited? set to “Invited”.

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

Conferences, meetings, institutes, etc., relevant to research, attended

1

From the **Presentations** screen for records with Meeting Type and/or Title that do not include the word “seminar”.

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

Seminar talks

1

From the **Presentations** screen for records with Meeting Type and/or Title that do include the word “seminar”.

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

Research Awards and Honors

1

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

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

Grants and other Funded Activity

Funding Type/Category

Current Status

1.

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

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

[Other research Information \(please add additional comments by typing them on this form\)](#)

Service

Departmental

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

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

Interdepartmental, College

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

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

University

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

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

Service Presentations (outreach, in schools, guest class lectures)

1

From the **Presentations - Service** screen.

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

National and International - AMS, SIAM, IEEE committees, editing

Scope

From the **Professional Service/Leadership/Development** screen for records with a Position/Role *not* set to “Attendee”, “Participant”, “Reviewer”, “Referee”, “Organizer”, “Panelist”, or “Session Chair”. Records also have Scope set to “International” or “National” and Organization/Committee/Activity does not “workshop” or “session”.

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

Scholarly Service - refereeing, reviewing for journals and agencies

Scope

From the **Professional Service/Leadership/Development** screen for records with a Position/Role containing the substring “Reviewer” or “Referee.”

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

Attendance at state and national meetings

Scope

From the **Professional Service/Leadership/Development** screen for records with Scope set to “International” or “National” and Position/Role contains “Attendee”, “Participant”, or “Panelist”.

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

Organization of conferences, workshops or special sessions

Scope

From the **Professional Service/Leadership/Development** screen for records with Position/Role containing “Organizer” or “Session Chair” and Organization/Committee/Activity field contains “workshop”, “session”, or “conference”.

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

Consulting

From the **Consulting** screen.

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

Service Awards

[Other service Information \(please add additional comments by typing them on this form\)](#)

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

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

Teaching

Classroom Teaching

Courses taught

<u>Term</u>	<u>Course #</u>	<u>CRS Delivery Mode</u>	<u>Title</u>	<u>Student Enr</u>	<u>Location</u>

From the **Courses Taught** screen.

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

[Course Information Sheet \(special handouts, web/online material; please add additional comments by typing them on this form\)](#)

[New courses/material developed \(please add additional comments by typing them on this form\)](#)

One-on-one teaching

MA and Ph.D. students - their names and level (e.g., passed prelims)

From the **Directed Student Learning** screen.

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

Postdoctoral Mentoring

From the **Directed Student Learning** screen for records with Committee/Activity Type containing "Postdoctoral".

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

Undergraduate Honors and REU students

From the **Directed Student Learning** screen for records with Committee/Activity Type containing “Undergraduate”, “Honor’s”, or “Honors”, containing a date, and/or Stage of Completion set to “In progress”.

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

Scholarship related to teaching (please add additional comments by typing them on this form)

Conferences, meetings, institutes relevant to teaching

Publications about teaching/pedagogy

Invited and contributed talks on teaching

Teaching Awards

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

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

Advising, both formal and informal (Academic, curricular advising; Please note that advising information added in PRO “Academic Advising Summary” or “Academic Advisees” screens will print here. Alternatively, you may add information by typing it on the form)

Student Level

From the **Academic Advisees** screen for records with Student Level of “Undergraduate”.

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

From the **Academic Advising Summary** screen.

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

Other teaching Information (please add additional comments by typing them on this form)