

## DESIGN ANNUAL REPORT

Be sure to confirm with your department chair what is expected for your annual review submission. 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' menu item to the main form. The form has the following sections and callouts:

- 1. Click Run Reports on the left side menu.** (Callout pointing to the 'Run Reports' menu item)
- 2. Select the annual report from the drop-down menu.** (Callout pointing to the 'Report' dropdown menu, which is set to 'School of Pharmacy-Med Chem Annual Report')
- 3. Set the Start/End Date ranges.** (Callout pointing to the 'Date Range' section, which has Start Date: Jan 01 2015 and End Date: Dec 31 2015)
- 4. Select the citation style.** (Callout pointing to the 'Report Options' section, which has 'APA' selected for citation style)
- 5. Set the File Format to Microsoft Word.** (Callout pointing to the 'File Format' section, which has 'Microsoft Word (.doc)' 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 a Design annual report template.

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

**DEPARTMENT OF DESIGN**

Faculty Update for time period:

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

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

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

**1. TEACHING ACTIVITIES:** Courses taught by semester (including summer)

From the **Courses Taught** screen.

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

SEMESTER	COURSE #	TOTAL CREDIT HRS	REQUIRED Y/N	CONTACT HOURS	# OF STUDENTS

## 2. TEACHING AND RELATED ACTIVITIES

### 1. New preparations or innovations

### 2. Development activities

### 3. Interdisciplinary projects within the department, school, university or community

### 4. Including but not limited to sponsored projects, service learning projects

### 5. Guest lecture or guest critique in a classroom setting

From the **Presentations - Service** screen, for records with Service Presentation Type set to "Guest Class Lecture" or "Guest Critique in Classroom."

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

### 6. Graduate/Thesis supervision or committee member

From the **Directed Student Learning** screen.

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

7. Student Awards (awards, recognitions, exhibitions, papers, presentations, research grants)

From the **Achievements of Distinction of Current/Former Students** screen.

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

Other Student Awards by Event

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

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

8. Please include if the award was (a) peer reviewed, juried or selected by someone in the industry (b) and if the award was cited in public media, please list.

9. Teaching Awards/Grants (awards, CTE grants....)

From the **Awards and Honors, Honor Societies** screen, for records with Purpose oset to "Teaching."

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

10. Experiential Learning

From the **Experiential Learning** screen.

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

### 3. ADVISING ACTIVITIES

1. Formal (include approximate number of students)

From the **Academic Advising Summary** screen.

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

2. Informal (letters of reference, appointments, etc.)

### 4. EXHIBITIONS

*For each exhibition please be clear and list if the exhibition was (a) self-initiated, juried, peer reviewed, edited or curated by someone in the industry, (b) if it was regional, national or international, (c) include if you were awarded grant(s), and/or department, school or university funds. (d) if it was mentioned and/or sited in public media: websites, blogs, articles.*

1. Exhibitions

From the **Exhibitions** screen, for records with Exhibition Category *not* set to “Permanent Collection” or “Traveling Exhibition.”

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

#### Traveling Exhibitions

From the **Exhibitions** screen, for records with Exhibition Category set to “Traveling Exhibition.”

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

2. Prizes and/or Awards

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](#)

3. Design Competitions

4. Other

**5. PROFESSIONAL ACTIVITIES**

*For Department of Design faculty, creative products of the designer may include, but are not limited to original interior design, graphic design, illustrations, photographs, electronic media, video and products, systems, and services for both users and manufacturers for production; other objects may qualify as client driven/fine arts objects such as painting, printmaking, drawing, sculpture, installations, exhibitions, public art, and commissions.*

*For each activity please be clear and list if the professional activity was (a) self-initiated, juried, peer reviewed, edited or curated by someone in the industry, (b) if it was regional, national or international, (c) include if you were awarded grant(s), and/or department, school or university funds. (d) if it was mentioned and/or sited in public media: websites, blogs, articles.*

1. Books or articles published

From the **Publications** screen.

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

2. Papers presented at professional meetings, conferences

**[Invited] Presentations/Lectures**

From the **Presentation** screen, for records with Presentation Type or Meeting Type that is not marked "Workshop."

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

3. [Presentations \(in person or virtual\)](#) at professional meetings, conferences

4. Workshops given at a professional meeting, conference

**[Invited] Presentations/Lectures**

From the **Presentation** screen, for records with Presentation Type or Meeting Type set to "Workshop."

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

5. Creative Product printed or produced and distributed

From the **Artistic Works, Residencies, Compositions, Performances/Conducting** screen, for records with Type of Work not marked “Artist in Residence.”

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

6. Creative Product in process

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

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

7. Acquisition of work in private, corporate and/or public institutions or collections

From the **Exhibitions** screen, for records with Exhibition Category set to “Permanent Collection.”

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

8. Consulting

From the **Consulting** screen.

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

## 9. 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](#)

## 10. Other

### Artist in Residence

From the **Artistic Works, Residencies, Compositions, Performances/Conducting** screen, for records with Type of Work set to “Artist in Residence.”

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

## 6. OTHER PROFESSIONAL ACTIVITIES

From the **Professional Service/Leadership/Development** screen, for records with a Position/role not set to “Participant” or “Attendee.”

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

## 7. PROFESSIONAL GROWTH

### 1. Attended Conferences, Workshops, Lecture

From the **Professional Service/Leadership/Development** screen, for records with Position/Role of “Participant” or “Attendee.”

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



2. Membership in national, regional or local professional organizations

From the **Professional Memberships** screen.

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

3. Other

8. SERVICE ACTIVITIES

1. Department of Design

From the **Department** screen.

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

2. University

From the **University** screen.

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

3. School

From the **School/College** screen.

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

4. Community: Regional or National Service [PRO: Public Service]

From the **Public Service** screen.

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

## Service Artistic Works

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

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

## Service/Other Awards

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

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

### 5. Other