

SCHOOL OF PHARMACY ANNUAL REPORTS – PHARMACOLOGY AND TOXICOLOGY

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 marked 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 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 a Pharmacology and Toxicology annual report template. Blue boxes contain information on which screens in PRO this annual report uses.

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

PHARMACOLOGY AND TOXICOLOGY

Annual Faculty Evaluation

Period covered:

You set the time period under review 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).

Name:

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

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

DUE DATE: February 1

Please provide the information requested below in a tabular form.

1) Three tables that summarize research productivity.

In the tables below, please include information over a two-year period. If you prefer, you can include information over a 5 year period.

Table 1. This table should include grants submitted, pending, not funded or awarded. It is also fine to copy the list of funding from your NIH Biosketch instead. Please be sure to include current status of funding.

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

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

Table 2. This table should summarize the following information:

- Total number of publications
- Total number of presentations
- Total number of invited lectures to learned societies
- Total number of lectures presented at international meetings

Table 3. It should list:

****Include authors, titles, journals, journal volumes and pages***

#Include book names, publishers, pages, etc.

§Include name and site of meeting or of institution in which presentation was made

Publications

From the **Publications** screen with Current Publication Status marked “Published”.

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

In press

From the **Publications** screen with Current Publication Status marked “Accepted/In Press”.

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

Submitted for publication

From the **Publications** screen with Current Publication Status marked “Submitted/In Review”.

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

Presentations

From the **Presentations** screen.

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

2) Three tables that summarize teaching activities.

Table 1. It should include:

Courses that you participated in Course director's name Number of actual lectures you gave

This information is for a one year period since last spring semester. If you prefer, you can include information over a 5 year period.

Table 2. Courses Taught

From the **Courses Taught** screen using the dates set for the report.
 Manage Activities > Teaching > [Courses Taught](#)

Term	Course Number	Course Name	Number of Students Enrolled	Numerical course evaluation for <u>overall effectiveness</u> as a teacher
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Table 3. This table should include a listing of all students you have worked with and advised.

Please include in the table below information about graduate students and post-doctoral associates you have trained over the past 2 years.

- post-doctoral research associates
- graduate students and terminal degree for which they are working
- undergraduate students in your lab
- summer undergraduate fellows
- research technicians you supervise and direct
- undergraduate advisees you have advised this past year

From the **Directed Student Learning** screen, populating with dated entries only.
 Manage Activities > Teaching > [Directed Student Learning](#)

Undergraduate Advisees

From the **Academic Advisees** screen with Student Level set to “Undergraduate”.

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

3) Please submit one table in which you summarize your service to the Department, School, University, Profession, Region, or Nation.

In the table below, please include information over a two-year period. If you prefer, you can include information over a 5 year period. This table should include, Type of Service, Agency, and Level of Commitment (**H, M, L**)

(H, M, L) University Service

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

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

Time Period	H – Type of Service	M – Agency	L – Level of Commitment

(H, M, L) School Service

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](#)

Time Period	H – Type of Service	M – Agency	L – Level of Commitment

(H, M, L) Department Service

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

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

Time Period	H – Type of Service	M – Agency	L – Level of Commitment
[Start Month Start Day, Start Year - End Month End Day, End Year]	[[Position/Role] or [Name 'Other' Position/Role] or [Other]]	[Committee/Activity]	

(H, M, L) Professional Service

From the **Professional Service/Leadership/Development** screen with Position/Role NOT marked "Participant", "Attendee", "Discussant", "Assistant Editor", or "Attendee, Meeting".

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

Time Period	H – Type of Service	M – Agency	L – Level of Commitment
[Start Month Start Day, Start Year - End Month End Day, End Year]	[[Position/Role] or [Name 'Other', Name Position/Role] or [Other]]		

Section of Self Evaluation and Planning for the Next Academic Year

Teaching. You may wish to comment on your teaching performance. *It is very important to indicate your specific plans for teaching and improvements in your teaching performance during the next academic year.*

Research. Feel free to comment on the significance of your research, as well as the ups and downs of it. *It is very important that you indicate your specific plans for enhancing your research productivity during the next year.*

Service. Feel free to comment on your service. *Indicate the level of service and the direction of service that you plan for the next academic year, as well as improvements in the quality or quantity of service.*

Overall. You may wish to include a summary statement and/or include anything you feel is relevant and is not included in the above categories.