

## SCHOOL OF PHARMACY ANNUAL REPORTS - PHARMACEUTICAL CHEMISTRY

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 Pharmaceutical Chemistry 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

**APPENDIX A**

**FORMS FOR PREPARING THE ANNUAL PORTFOLIO**

**Department of Pharmaceutical Chemistry**

DEPARTMENT OF PHARMACEUTICAL CHEMISTRY  
ANNUAL FACULTY PORTFOLIO

**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](#)

**List in chronological order all academic appointments held.** *(Indicate by an underline any new positions that you will assume as a result of promotion in the next reporting period. Indicate with an asterisk any promotions that you received this reporting period.)*

From the **Academic, Professional, and Other Employment/Experience** screen and includes any records with Experience Type set as "Academic".

Manage Activities > General Information > [Academic, Professional, and Other Employment/Experience](#)

**List in chronological order other experience relevant to professional career.** *(Underline items new to this report.)*

From the **Academic, Professional, and Other Employment/Experience** screen and includes any records not included in the above section.

Manage Activities > General Information > [Academic, Professional, and Other Employment/Experience](#)

## I. RECORD OF TEACHING

### 1. Courses taught

Provide summary sheet of student evaluations and all peer evaluations in Appendix.

2.

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

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

Term	Course Number and Title	Semester Enrollment	% Taught by you	<a href="#">Student Eval (1-5)</a>
[Semester Year]	[Course Prefix] [Course Number]-[Section Number] [Course Name]	[Official Enrollment Number]	[Teaching Percent]	

§ Give overall evaluation score (scale: 1-5) and provide summary sheets in the appendix.

### 3. Teaching improvement activities

Briefly describe activities that you were involved in pertaining to personal or corporate improvement of education. (Include workshops, seminars attended, proposals submitted, innovative programs attempted, publications, etc.)

### 4. Course development

Briefly describe the approaches that you take to improve your teaching techniques. Did you try any new approaches?

### 5. Course update

Briefly describe the approaches you take to update your courses and to keep them modern.

### 6. New courses

Briefly describe any new courses that you have developed this year.

## 7. Mentoring

a. List the doctoral students whose committees you have chaired this year and **please indicate the student's current place of employment**

From the **Directed Student Learning** screen, with Committee/Activity Types marked "Doctoral", "Dissertation", "Ph.D.", "PhD" and Position/Role marked "Chair", "Co-Chair", "Advisor", or "Co-Advisor".

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

**b. List the masters students whose committee you have chaired this year and please indicate the student's current place of employment**

From the **Directed Student Learning** screen, with Committee/Activity Types marked "Master", "MPA", "MA", "M.A.", "MS", or "M.S." and Position/Role marked "Chair", "Co-Chair", "Advisor", or "Co-Advisor".

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

**c. List the other graduate student committees (orals and dissertation) on which you have served this year**

From the **Directed Student Learning** screen, any records not included in the two previous section.

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

**8. Summarize your advising activities this year:**

**9. Honors, prizes, awards etc. that you were either nominated for or have received this year for teaching.**

From the **Awards and Honors, Honor Societies** screen with Purpose marked as "Teaching".

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

## **II. RECORD OF RESEARCH, SCHOLARSHIP AND CREATIVE PERFORMANCE**

### **1. Chronological list of all major, peer-reviewed work published this year.**

*Indicate your contribution to each paper.*

From the **Publications** screen with Current Publication Status marked “Published”, the Major or Minor flag set as “Major”, and the Peer-reviewed/refereed flag set to “Yes”.

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

### **2. Chronological list of all minor work published this year.**

*Indicate your contribution to each paper.*

From the **Publications** screen and includes any records not appearing in the previous section.

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

### **3. Chronological list of all invited presentations given this year.**

From the **Presentations** screen if the record’s Invited field is *selected*.

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

### **4. Chronological list of all other presentations (e.g., posters, podiums) given this year.**

*Indicate your contribution to each paper.*

From the **Presentations** screen if the record’s Invited field is *not selected*.

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

### **5. Publications accepted for publication this year.**

*Indicate your contribution to each paper.*

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

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

**6. Publications that have been submitted or are completed and ready for submission this year.**

*Indicate your contribution to each paper.*

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

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

**7. External proposals submitted and their funding status (include active grants).** *Use the NIH style format and clearly indicate the PI and/or your role in each grant.*

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

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

**8. Internal proposals submitted and their funding status (include active grants).** *Use the NIH style format and clearly indicate the PI and/or your role in each grant.*

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen with Funding Type/Category marked “General Research Fund”, “Internal Award”, or “New Faculty General Research Fund”.

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

**9. Patents submitted and/or approved.**

From the **Patents and Copyrights** screen with Patent or Copyright field marked as “Patent”.

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

**10. Prizes, honors, awards, etc., you either were nominated for or received this year for research.**

From the **Awards and Honors, Honor Societies** screen with Purpose marked as “Scholarship/Research”.

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



### **III. RECORD AND EVALUATION OF SERVICE**

#### **1. Professional service at the University of Kansas.**

*List all university committees on which you have served in the last year.*

##### **a. University**

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

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

##### **b. Department**

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

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

##### **c. School**

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](#)

##### **d. Center (e.g., CBAR, CDDR, HBC, etc.)**

#### **2. Editorial or scientific boards on which you served this year.**

From the **Professional Service/Leadership/Development** screen for dated records with Position/Role marked with “Editorial”, “Scientific Board”, or “Scientific Advisory board”.

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

**3. Journals for which you were an editor or associate editor this year.**

From the **Professional Service/Leadership/Development** screen for dated records with Position/Role marked with “Editor”.

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

**4. Review committees (e.g., NIH, AHA, NSF, graduate programs at peer institutions) you served on this year.**

From the **Professional Service/Leadership/Development** screen for dated records with Position/Role marked with “Grant”.

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

**5. Professionally related service outside the university (i.e., include membership in professional organizations, officer positions, etc.).**

From the **Professional Service/Leadership/Development** screen for records not included in the above professional service sections.

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

**6. Meetings or short courses organized at the local, national, or international level this year.**

**7. Honors or awards for professional service for which you were either nominated or received this year.**

From the **Awards and Honors, Honor Societies** screen with Purpose marked as “Professional” or left blank.

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

## 8. Advising

*Provide a list of undergraduates you have advised.*

From the **Academic Advisees** screen.

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

## 9. Consulting

### a. Retained Consulting Arrangements

*Provide a list of retained consulting arrangements including the name of the organization, address, and number of days per year.*

### b. Ad Hoc Consulting Arrangements

*Provide a list of ad hoc consulting arrangements that you performed during the past year including the name of the organization, address, and the actual dates that you performed the consulting activities.*

Consulting populates from the **Consulting** screen.

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

**GOALS FOR NEXT YEAR**

*Briefly summarize your goals for next year in the following areas.*

**Teaching****Research****Service**