

## SCHOOL OF PHARMACY ANNUAL REPORTS – PHARMACY PRACTICE

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 fields and callouts:

- 1.** Click Run Reports on the left side menu. (Callout pointing to the red 'Run Reports' button)
- 2.** Select the annual report from the drop-down menu. (Callout pointing to the 'Report' dropdown menu)
- 3.** Set the Start/End Date ranges. (Callout pointing to the 'Date Range' section)
- 4.** Select the citation style. (Callout pointing to the 'Report Options' dropdown menu)
- 5.** Set the File Format to Microsoft Word. (Callout pointing to the 'File Format' dropdown menu)
- 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)

The interface includes a large red arrow pointing from the 'Run Reports' button to the 'Run Reports' form. The form has a 'Run Report' button in the top right corner. The 'Date Range' section has 'Start Date' and 'End Date' fields with dropdown menus for month, day, and year. The 'Report Options' section has a dropdown menu for citation style. The 'File Format' section has a dropdown menu for file format and a dropdown menu for page size. A note below the 'File Format' dropdown states: 'Changes made to the Microsoft Word document will not be reflected in the system.'

Below is a Pharmacy Practice 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

**THE UNIVERSITY OF KANSAS  
SCHOOL OF PHARMACY**

Department of Pharmacy Practice Faculty Annual Report for [Report End Year]

The Annual Report should be an accurate documentation of faculty activities between the period of January 1 and December 31, [Report End Year]. **This is an outline or format of the annual report for your use or adaptation. Highlighted Items/questions in blue you will respond to by typing on the form.** Please adhere carefully to the following outline in order that the information provided may be used as a database for the School Annual Report when requested by the Dean. Please comment to the Chair if you feel that your job description may need to be modified. Also, note the percent effort designations, and complete each line appropriately. **Please provide the Department with an updated curriculum vitae. Meetings with the Department Chair and Vice Chair will be scheduled beginning in the middle of January [Report End Year].**

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](#)

**Faculty Member Demographics**

1. Name, title(s), and academic appointments

From both the **Personal Information, Teaching/Research Statements, BIO** screen and the **Administrative Assignments** screen.

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

## University of Kansas Appointments and Administrative Assignments

From both the **Academic, Professional, and Other Employment/Experience** and the **Administrative Assignments** screens. The Organization/Campus must contain “University of Kansas” or “KU”.

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

## PATIENT CARE

### Professional Practice

From the **Clinical Practice** screen.

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > [Clinical Practice](#)

## TEACHING RESPONSIBILITIES

### 1. PharmD Didactic Courses

From the **Courses Taught** screen, for course numbers between 500.0 and 699.0.

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

| Course Number | Course Name | Role (e.g., coordinator, lecturer, instructor) | Number of Students Enrolled | Hours of Lecture | Hours of Laboratory Teaching | Hours of Small Group Facilitation |
|---------------|-------------|--|-----------------------------|------------------|------------------------------|-----------------------------------|
|               |             |  |                             |                  |                              |                                   |
|               |             |  |                             |                  |                              |                                   |
|               |             |  |                             |                  |                              |                                   |

2. Graduate Student Courses

Graduate Student Courses populates from the **Courses Taught** screen, for course numbers greater than 799.0.

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

| Course Number | Course Name | Role (e.g., coordinator, lecturer, instructor) | Number of Students Enrolled | Contact Hours as Lecturer | Contact Hours as Coordinator | Contact Hours as Co-Coordinator |
|---------------|-------------|--|-----------------------------|---------------------------|------------------------------|---------------------------------|
|               |             |  |                             |                           |                              |                                 |
|               |             |  |                             |                           |                              |                                 |
|               |             |  |                             |                           |                              |                                 |

3. Experiential Teaching (APPE)

Experiential Teaching populates from the **Directed Student Learning** screen, for Committee/Activity Types that include the substring "APPE."

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

4. **Post Graduate Residents/Fellowship Training Activity (Number of Residents/Fellows)**

5. Student Advising - Career Counseling Activities (Number of Undergraduate, Graduate Students)

From the **Academic Advising Summary** screen.

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

6. **Teaching Evaluation Summaries (Composite Evaluations)**

7. Experiential Teaching (APPE) (Outreach, Nursing, Allied Health, Medicine, etc.)

**Total Teaching Effort:** \_\_\_\_\_ % Effort of Total per Job Description  
 \_\_\_\_\_ % Effort of Total, Actual

**Self Assessment**

**What was your most important accomplishment(s) in teaching this year?**

**What are your goals (provide at least 2 goals) for teaching responsibilities in the coming year? (Remember that goals should be clear, specific, achievable/reasonable, and measurable.)**

**What training, resources, or support do you need to accomplish these goals?**

**PROFESSIONAL PERFORMANCE**

From the **Professional Performance** screen.

Manage Activities > General Information > [Professional Performance](#)

**PROFESSIONAL PRACTICE CONTRIBUTIONS**

1. Patient Care (Clinical/Service Activities)  
Provide a brief narrative describing your patient care activities.  
Average Time Commitment per week or month

Other:

**Total Professional Practice Effort: \_\_\_\_\_ % Effort of Total per Job Description**

\_\_\_\_\_ % Effort of Total, Actual

**Self Assessment**

**What was your most important accomplishment(s) in professional practice this year?**

**What are your goals (provide at least 2 goals) for professional practice responsibilities in the coming year? (Remember that goals should be clear, specific, achievable/reasonable, and measurable.)**

**What training, resources, or support do you need to accomplish these goals?**

**RESEARCH/SCHOLARLY ACTIVITIES**

1. Publications

From the **Publications** screen.

Publication Type and Current Publication Status fields must be filled in, and publications with a publication date during the date range for the Annual Report will appear on the report.

**Publications without any dates at all in PRO will not display here.**

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

- a. Peer reviewed Publications (published and in press)
- b. Non-peer reviewed Articles (published and in press)
- c. Abstracts (published and in press)
- d. Publications in Process

2. Presentations

- a. Contributed Presentations (National/Regional/Local)

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

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

- b. Invited Presentations (National/Regional/Local)

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

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

3. Research Activity (indicate PI or Co-Investigator)

a. Active Research Project: PRO Research/Non-Funded Projects

From the **Projects** screen.

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

b. Research/Service Contracts

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen for records with a Current Status of “Funded.”

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

c. Research Proposals Submitted

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen for records with a Current Status of “Proposal Submitted.”

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

d. Project Approvals (IRB)

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen for records with a Current Status of “In Preparation.”

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

**Total Scholarly Activity Effort:** \_\_\_\_\_ % Effort of Total per Job Description  
\_\_\_\_\_ % Effort of Total, Actual

**Self Assessment**

**What was your most important accomplishment(s) in research/scholarship this year?**

What are your goals (provide at least 2 goals) for research/scholarship responsibilities in the coming year?  
(Remember that goals should be clear, specific, achievable/reasonable, and measurable.)

What training, resources, or support do you need to accomplish these goals?

### SERVICE CONTRIBUTIONS

1. National or Regional Activities  
Organizations/Advisory Groups  
Editorial Review Boards  
Ad hoc Review (grants)

From the **Professional Service/Leadership/Development** screen for records with a Scope of “International,” “National,” “Regional,” or “State.”

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

Consulting

Consulting populates from the **Consulting** screen.

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

2. Other Departmental Academic Activities  
Major Department Responsibility

Other Departmental Academic Activities populates from the **Department** screen.

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

3. Other School Academic Activities

Other School Academic Activities populates from the **School/College** screen.

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

4. Other University Academic Activities

Other University Academic Activities populates from the **University** screen.

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

5. Other Service

**Public Service**

Public Service populates from the **Public Service** screen.

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

**Service Publications**

Service Publications populates from the **Publications - Service** screen.

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

**Service Presentations**

Service Presentations populates from the **Presentations - Service** screen.

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

**Total Service Activity Effort:** \_\_\_\_\_ % Effort of Total per Job Description

\_\_\_\_\_ % Effort of Total, Actual

**Self Assessment**

**What was your most important accomplishment(s) in service this year?**

**What are your goals (provide at least 2 goals) for service responsibilities in the coming year? (Remember that goals should be clear, specific, achievable/reasonable, and measurable.)**

**What training, resources, or support do you need to accomplish these goals?**

**OTHER SIGNIFICANT ACCOMPLISHMENTS**

1. **Honors Bestowed**

2. Awards Received

Awards Received populates from the **Awards and Honors, Honor Societies** screen.  
Manage Activities > General Information > [Awards and Honors, Honor Societies](#)

3. **Recognition by other Healthcare Professionals/Organizations/Patients/Students**

**Chair Comments:**

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chair/Witness Signature

\_\_\_\_\_  
Date

**Appendix: Summary of Scholarship Activities**

Please type in Total Numbers for each of the following activities completed during the calendar year of this Annual Report:

|   |  |
|---|--|
| Peer Reviewed Publications                        |  |
| Non-Peer Reviewed Publications                    |  |
| Books or Chapters Authored                        |  |
| Books or Chapters Edited                          |  |
| Published abstracts                               |  |
| Posters Presented                                 |  |
| Podium Presentations (oral abstracts)             |  |
| Professional Talks                                |  |
| Total amount of active grant funding as PI        |  |
| Total amount of active grant funding as Co Invest |  |
| Total amount of indirects from all active grants  |  |