

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.** (Points to the 'Run Reports' menu item)
- 2. Select the annual report from the drop-down menu.** (Points to the 'Report' dropdown menu showing 'School of Education C & T Annual Report')
- 3. Set the Start/End Date ranges.** (Points to the 'Date Range' section with Start Date: Jan 01 2015 and End Date: Dec 31 2015)
- 4. Select the citation style.** (Points to the 'Report Options' section where 'APA' is selected)
- 5. Set the File Format to Microsoft Word.** (Points 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.** (Points to the 'Run Report' button)

Below is the C&T Department 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

Department of Curriculum & Teaching

Faculty Annual Report
Year [Report End Year]

Name:

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

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

Rank:

From the **Administrative Data – Yearly Data** screen.

Manage Activities > General Information > [Administrative Data – Yearly Data](#)

Percent Academic Appointment:

C&T: 100

Other:

Calendar Year Status (Specify semester(s) if appropriate):

Regular Appointment:

Leave W/O Pay:

Sabbatical:

Other:

Differential Appointment (if appropriate):

% Teaching:

% Research:

% Service:

General Instructions

- I. **Teaching and Advising** - please place a check mark in the box next to each accomplishment or aspect of your teaching and advising that you would like to have considered by the committee. Also, include evidence to support each accomplishment and provide a complete explanation of the evidence.

Major Accomplishments:

TEACHING	X	EVIDENCE & EXPLANATION (ATTACH ADDITIONAL PAGES IF NEEDED)
Data-Based Inquiry/Research on your teaching		
Development/New Course		
Significant Modification of Existing Course		
Large Teaching Load		
Peer Evaluation using Blueform guidelines		
Teaching a significant independent study course		
Conducting Professional Development Workshop		
Co-teaching w/ a colleague, GTA, adjunct		
Significant supervision of field placements		
Recipient of a teaching award		
Other (explain)		
ADVISING		
Evidence of high quality advising		
Large dissertation load		
Large advising load		
Other (explain)		

Minor Accomplishments:

TEACHING	X	EVIDENCE & EXPLANATION (ATTACH ADDITIONAL PAGES IF NEEDED)
Attend professional development workshop related to teaching		
Nominated for a teaching award		
Other (explain)		
ADVISING		
List Masters/Doctoral Committees Chaired (Completed)		<p>From the Directed Student Learning screen with <u>Position/Role</u> set to “Chair,” “Advisor” or “Co-Chair” and <u>Stage of Completion</u> to “Completed.”</p> <p>Manage Activities > Teaching > Directed Student Learning</p>
List Masters/Doctoral Committees Membership (Completed)		<p>From the Directed Student Learning screen with <u>Position/Role</u> <i>not</i> set to “Chair,” “Advisor” or “Co-Chair” and <u>Stage of Completion</u> to “Completed.”</p> <p>Manage Activities > Teaching > Directed Student Learning</p>
Advise students across levels (undergrad, professional, masters, doctoral)		
Other (explain)		

Student Survey of Teaching Results:

Please attach all original surveys and provide mean scores in the following boxes.

<i>Course number</i> <i>Semester</i> <i># of students</i>	<i>CT XXX</i> <i>(spr 07)</i> <i>N=XX</i> <i>Mean</i>	<i>Mean</i>	<i>Mean</i>	<i>Mean</i>	<i>Mean</i>	<i>Mean</i>
1) This instructor provided content and materials that were useful and organized.						
2) This instructor set and met clear goals and objectives for the course.						
3) What this instructor expected of me was well defined and fair.						
4) What this instructor expected of me was appropriately challenging.						
5) This instructor's teaching was clear, understandable, and engaging.						
6) This instructor was encouraging, supportive, and involved in my learning the course material.						
7) This instructor was available, responsive, and helpful.						
8) This instructor demonstrated respect for students and their points of view.						
9) I acquired the knowledge and skills this course intended to promote.						

Provide any additional information related to the student surveys:
(add additional pages of explanation as needed)

Doctoral, Masters, Undergraduate Advising (in progress):

Doctoral - Chair	Doctoral - Committee Member
<p>From the Directed Student Learning screen with <u>Position/Role</u> set to “Chair,” “Advisor” or “Co-Chair”, <u>Stage of Completion</u> to “in progress”, and <u>Committee/Activity Type</u> contains “Doctoral” or Dissertation”.</p> <p>Manage Activities > Teaching > Directed Student Learning</p>	<p>From the Directed Student Learning screen with <u>Position/Role</u> <i>not</i> set to “Chair,” “Advisor” or “Co-Chair”, <u>Stage of Completion</u> is set to “in progress”, and <u>Committee/Activity Type</u> contains “Doctoral” or Dissertation”.</p> <p>Manage Activities > Teaching > Directed Student Learning</p>

Masters - Chair	Masters - Committee Member
<p>From Directed Student Learning screen with <u>Position/Role</u> set to “Chair,” “Advisor” or “Co-Chair”, <u>Stage of Completion</u> to “in progress”, and <u>Committee/Activity Type</u> contains “Master”.</p> <p>Manage Activities > Teaching > Directed Student Learning</p>	<p>From Directed Student Learning screen with <u>Position/Role</u> <i>not</i> set to “Chair,” “Advisor” or “Co-Chair”, <u>Stage of Completion</u> is set to “in progress”, and <u>Committee/Activity Type</u> contains “Master”.</p> <p>Manage Activities > Teaching > Directed Student Learning</p>

Non-degree Graduate Endorsement		Undergraduate Degree/ Certification	
<i>Number Complete</i>	<i>Number Cont'd</i>	<i>Number Complete</i>	<i>Number Cont'd</i>

Please describe any additional information you would like considered for the review of your teaching and advising.

II. Scholarship

Publications must have Current Publication Status set to “Published” and a Publication Date to appear on this report. Presentations must have a Start and/or End Date of Presentation.

Major Accomplishments:

<i>SCHOLARSHIP</i>	<i>X</i>	<i>EVIDENCE & EXPLANATION (INCLUDE COPIES OF ALL PUBLICATIONS) (ATTACH ADDITIONAL PAGES IF NEEDED)</i>
Books		<p>From the Publications screen with <u>Major or Minor</u> set to “Major” and containing no <u>Editors/Translators/Compilers and Other Roles</u>.</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
Edited books		<p>From the Publications screen with <u>Major or Minor</u> set to “Major” and the <u>Editors/Translators/Compilers and Other Roles</u> field filled out.</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
First edition textbooks or significant revised editions		<p>From the Publications screen with <u>Major or Minor</u> set to “Major”.</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
Monographs		<p>From the Publications screen with <u>Major or Minor</u> should be set to “Major”.</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>

<p>Refereed journal articles</p>		<p>From the Publications screen with <u>Major or Minor</u> set to “Major” and <u>Peer-reviewed/refereed</u> to “Yes”.</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
<p>Editor of special volume of a journal</p>		<p>From the Publications screen with <u>Publication Type</u> “Special Issue” and <u>Major or Minor</u> set to “Major”.</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
<p>Proceedings and/or yearbooks peer reviewed</p>		<p>From the Publications screen with Major or Minor should be set to “Major”, <u>Publication Type</u> to “Conference Proceedings”, or the <u>Publisher</u> contains “NRC” or “International Reading Association.”</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
<p>Book chapters</p>		<p>From the Publications screen with <u>Major or Minor</u> set to “Major” and <u>Publication Type</u> contains “Chapters”.</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
<p>Funded competitive external grants</p>		<p>From the Contracts, Grants, Fellowships, and Other Funded Activity screen with <u>Current Status</u> set to “Funded.”</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Contracts, Grants, Fellowships, and Other Funded Activity</p>

Curriculum materials peer reviewed		<p>From the Publications screen with <u>Peer-reviewed/refereed</u> set to “Yes,” <u>Major or Minor</u> to “Major”, and <u>Publication Type</u> contains “Instructional.”</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
Tests and/or assessment peer reviewed		<p>From the Publications screen with <u>Major or Minor</u> set to “Major”, <u>Peer-reviewed/refereed</u> to “Yes”, and <u>Publication Type</u> contains “Test” or “Assessment.”</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
Other (explain)		

Note: Major accomplishments are only counted once. You may choose to list an accomplishment when accepted or when published, but not both.

Minor Accomplishments:

<i>SCHOLARSHIP</i>	<i>X</i>	<i>EVIDENCE & EXPLANATION (INCLUDE COPIES OF ALL PUBLICATIONS) (ATTACH ADDITIONAL PAGES IF NEEDED)</i>
Conference Presentations		<p>From the Presentations screen.</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Presentations</p>
External grants (not included as major)		
Book reviews		<p>From the Publications screen with <u>Major or Minor</u> set to “Minor” or left blank and <u>Publication Type</u> contains “Review”.</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>

Essays not peer reviewed		<p>From the Publications screen with <u>Major or Minor</u> set to “Minor” or left blank, and <u>Publication Type</u> contains “Essays.”</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
Test/Assessments items		<p>From Publications screen with Major or Minor set to “Minor” or left blank, and <u>Publication Type</u> contains “Test” or “Assessment.”</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
Newsletters		<p>From the Publications screen with <u>Major or Minor</u> set to “Minor” or left blank, and <u>Publication Type</u> contains “Newsletter.”</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
Editorials		<p>From the Publications screen with <u>Major or Minor</u> set to “Minor” or left blank, and <u>Publication Type</u> contains “Editorial.”</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
Encyclopedia entries		<p>From the Publications screen with <u>Major or Minor</u> set to “Minor” or left blank, and <u>Publication Type</u> contains “Encyclopedia.”</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>

Conference Proceedings		<p>From the Publications screen with <u>Major or Minor</u> set to “Minor” or left blank.</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
Submission of a grant proposal		<p>From the Contracts, Grants, Fellowships, and Other Funded Activity with <u>Current Status</u> set to “Proposal.”</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Contracts, Grants, Fellowships, and Other Funded Activity</p>
Submission of a manuscript for review		<p>From the Publications screen with <u>Current Publication Status</u> of “Submitted/In Review” or “Resubmit” and with <u>Major or Minor</u> set to “Minor” or left blank.</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
Acceptance of a manuscript (not counted under major)		<p>From the Publications screen with <u>Current Publication Status</u> of “Accepted/In Press” and with <u>Major or Minor</u> set to “Minor” or left blank.</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
Annual grant report		<p>From the Publications screen with <u>Publication Type</u> set to “Report” and <u>Major or Minor</u> set to “Minor” or left blank.</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>

<p>Technical report</p>		<p>From the Publications screen with <u>Publication Type</u> of “Technical Reports” and <u>Major or Minor</u> set to “Minor” or left blank.</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Publications</p>
<p>Receipt of internal grant</p>		<p>From the Contracts, Grants, Fellowships, and Other Funded Activity screen with <u>Funding Type/Category</u> <i>not</i> set to “External.”</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Contracts, Grants, Fellowships, and Other Funded Activity</p>
<p>Other (explain)—Council for Economic Education Common Core Alignment Project</p>		

Please describe any additional information related to scholarship that you would like to have considered.

III. Service Activities

Level I Activities:

<i>SERVICE</i>	<i>X</i>	<i>EVIDENCE & EXPLANATION</i> <i>(ATTACH ADDITIONAL PAGES IF NEEDED)</i>
Leadership role on University, School or Department committee		<p>From the University screen, the School/College screen and the Department screen for records with <u>Position/Role</u> <i>not</i> containing “Member,” “Task Force,” “Affiliate Faculty,” “Mentor,” “Participant,” “Advisor” or “Guest Speaker.”</p> <p>Manage Activities > University Service > Department</p> <p>Manage Activities > University Service > School/College</p> <p>Manage Activities > University Service > University</p>
Leadership role in an international or national scholarly or professional org		<p>From the Professional Service/Leadership/Development screen with <u>Scope</u> set to “International” or “National” and <u>Position/Role</u> <i>not</i> containing “Editor,” “Member,” “Participant,” “Attendee,” “External” or “Review.”</p> <p>Manage Activities > Other Service/Professional Development > Professional Service/Leadership/Development</p>
Leadership role in regional/state/local scholarly associations		<p>From the Professional Service/Leadership/Development screen with <u>Scope</u> set to “Regional,” “State” or “Local,” and <u>Position/Role</u> <i>not</i> containing “Editor,” “Member,” “Participant,” “Attendee,” “External” or “Review.”</p> <p>Manage Activities > Other Service/Professional Development > Professional Service/Leadership/Development</p>

Editorial role on journal		<p>From the Professional Service/Leadership/Development screen with <u>Position/Role</u> containing “Editor” or “Editorial.”</p> <p>Manage Activities > Other Service/Professional Development > Professional Service/Leadership/Development</p>
Significant grant administration		<p>From the Contracts, Grants, Fellowships, and Other Funded Activity screen with <u>Investigator’s (your) Role</u> set to “Principal” and <u>Current Status</u> to “Funded.”</p> <p>Manage Activities > Research/Scholarly/Creative Activity > Contracts, Grants, Fellowships, and Other Funded Activity</p>
Significant role as consultant, advisor, etc., to educational org		<p>From the Consulting screen.</p> <p>Manage Activities > Other Service/Professional Development > Consulting</p>
Membership on committees or activities known to be labor intensive		
Led a collaborative research group		
Other		

Level II Activities:

SERVICE	X	EVIDENCE & EXPLANATION (ATTACH ADDITIONAL PAGES IF NEEDED)
Membership on University, School or Department committees		<p>From University screen, the School/College screen and the Department screen with <u>Position/Role</u> that includes “Member” but <i>not</i> “Task Force.”</p> <p>Manage Activities > University Service > Department</p> <p>Manage Activities > University Service > School/College</p> <p>Manage Activities > University Service > University</p>
Serving on departmental, school or university task force		<p>From the University screen, the School/College screen and the Department screen with <u>Position/Role</u> that includes “Task Force.”</p> <p>Manage Activities > University Service > Department</p> <p>Manage Activities > University Service > School/College</p> <p>Manage Activities > University Service > University</p>
Membership on committees of scholarly associations		<p>From the Professional Service/Leadership/Development screen with <u>Position/Role</u> that contains “Member” but <i>not</i> “Editor” or “Participant.”</p> <p>Manage Activities > Other Service/Professional Development > Professional Service/Leadership/Development</p>
Significant participation in ongoing program development/administration (please provide narrative)		

<p>Serving as external promotion and tenure reviewer</p>		<p>From the Professional Service/Leadership/Development screen with <u>Position/Role</u> that “Member”, “External”, or “Eval”.</p> <p>Manage Activities > Other Service/Professional Development > Professional Service/Leadership/Development</p>
<p>Serving as mentor to junior faculty</p>		<p>From the School/College screen and the Department screen with <u>Position/Role</u> that includes “Faculty Mentor.”</p> <p>Manage Activities > University Service > Department</p> <p>Manage Activities > University Service > School/College</p>
<p>Consistent journal review activity</p>		<p>From the Professional Service/Leadership/Development screen with <u>Position/Role</u> that contains “Reviewer” but <i>not</i> “External,” “Program,” “Grant,” “Proposal” or “Conference.”</p> <p>Manage Activities > Other Service/Professional Development > Professional Service/Leadership/Development</p>
<p>Grant reviews</p>		<p>From the Professional Service/Leadership/Development screen with <u>Position/Role</u> that contains “Review” and “Grant.”</p> <p>Manage Activities > Other Service/Professional Development > Professional Service/Leadership/Development</p>

Participation in state or local activities		<p>From the Publications – Service screen and the Presentations – Service screen.</p> <p>Manage Activities > Other Service/Professional Development > Presentations - Service</p> <p>Manage Activities > Other Service/Professional Development > Publications - Service</p>
Contributions to local, state or regional entities		<p>From the Public Service screen.</p> <p>Manage Activities > Other Service/Professional Development > Public Service</p>
Active participation in academic program development activities		
Participate in collaborative research group (hosting, external, or international collaborations)		<p>From the External or International Connections and Collaborations screen.</p> <p>Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > External or International Connections and Collaborations</p>
Other		

Level III Activities:

<i>SERVICE</i>	<i>X</i>	<i>EVIDENCE & EXPLANATION (ATTACH ADDITIONAL PAGES IF NEEDED)</i>
Service activities w/ short time commitment		
Participation and attendance in department meetings and school assembly		

Other

From the **Professional Service/Leadership/Development** screen with Position/Role that contains “Reviewer” and “External,” “Program,” “Grant,” “Proposal” or “Conference.”

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

Please describe any additional information related to service that you would like to have considered in the review.