

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 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 the School of Education ELPS 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 ELPS

FACULTY ANNUAL REPORT (Attach Current Curriculum Vitae to Report) [Report Start Date] - [Report End Date]

You set the date range 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). Keep in mind, only records dated within the date range you set will appear in your report.

Name:

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

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

Department:

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

Manage Activities > General Information > Administrative Data – Yearly Data (This screen is Read Only for faculty – if you need any changes made to the data on this screen, please contact the [PRO Office](#).)

Academic Rank:

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

Manage Activities > General Information > Administrative Data – Yearly Data (This screen is Read Only for faculty – if you need any changes made to the data on this screen, please contact the [PRO Office](#).)

Percent Academic Appointment:

Department:

Other (identify & percent):

Salary Status:

Percent State:

Other (identify & percent):

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

Regular Appointment:

Leave Without Pay:

Sabbatical:

Other:

General Instructions

The following pages provide an outline or guide for completion of the annual report. Use the outline for preparation of information related to the areas of instruction, scholarship and service. Respond to every item in the outline that best describes activities for the calendar year. **Please do not attach a vita and merely refer to it; type the relevant items in the appropriate places on the annual report form.**

Please attach a copy of all materials published, in-press, or submitted and documentation regarding teaching effectiveness.

Instruction

I. Instructional Activities

A. Courses

1. Attach a list of courses for each term (spring-summer-fall). Indicate any courses/students/credit hours that were produced by teaching assistants rather than by you.

<u>Term</u>	<u>Course #</u>	<u>Title</u>	<u>Student #</u>	<u>Credits</u>
[Semester] [Year]	[Course Prefix] [Course Number]- [Section Number]	[Course Name]	[Official Enrollment Number]	[Number of Student Credit Hours]
<p>From the Courses Taught screen.</p> <p>Manage Activities > Teaching > Courses Taught</p>				

B. Instructional Contact Hours

1. Report average number of teaching/advising hours with students per week for each term. (See below.)

II. Instructional Evaluation (C&I Survey for all Student Evaluations)

A. Students

1. Report by course number and number enrolled. Identify the form used and summarize item and overall results.

B. Other

1. If evaluations were completed by colleagues, program graduates or others, report processes used and results.
2. Report evaluation results of advising activities.
3. Report evaluation results of in-service instruction by topic and by sponsor.

III. New or Innovative Approaches to Instruction (Please describe for each course as relevant)

IV. Instructional Committees/Roles

A. Doctoral Level

Dissertation

1. Names completed as chair

From the **Directed Student Learning** screen with Stage of Completion set to “Completed.”

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

2. Names continuing as chair

From the **Directed Student Learning** screen with Stage of Completion *not* set to “Completed.”

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

3. Names completed as committee member (include student's department)

From the **Directed Student Learning** screen with Stage of Completion set to “Completed.”

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

4. Names continuing as committee member (include student's department)

From the **Directed Student Learning** screen with Stage of Completion *not* set to “Completed.”

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

B. Masters Level

1. Names completed as chair

From the **Directed Student Learning** screen with Stage of Completion *not* set to “Completed.”

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

2. Names continuing as chair

From the **Directed Student Learning** screen with Stage of Completion *not* set to “Completed.”

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

3. Names completed as committee member (include student's home department)

From the **Directed Student Learning** screen with Stage of Completion *not* set to “Completed.”

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

4. Names continuing as committee member (include student's home department)

From the **Directed Student Learning** screen with Stage of Completion *not* set to “Completed.”

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

C. Graduate Level Certification/Endorsement

1. Number completed as advisor
2. Number continuing as advisor

D. Undergraduate Level Degree/Certification

1. Number completed as advisor
2. Number continuing as advisor

E. Clinic/Lab Director

1. Identify clinic/lab and report number of hours per week for the activity

V. Instructional Awards/Recognition

A. List Awards

1. Department
2. School
3. University
4. Other

From the **Awards and Honors, Honor Societies** screen with Purpose set to “Teaching.”

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

Scholarship

(list; use complete citations; if multiple authors are involved, indicate the principal author and the percentage of your participation in the work)

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

Major Works

I. Knowledge Disseminated (reviewed by peers before publication)

A. Books

From the **Publications** screen with Publication Type of “Books” or “Books, Textbooks” and Major or Minor set to “Major.”

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

B. Articles

From the **Publications** screen with Publication Type of “Journal Articles”, Major or Minor set to “Major”, and Peer-reviewed/refereed to “Yes.”

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

C. Chapters in Books

From the **Publications** screen for records with a Publication Type that contains the text “Chapter.” Major or Minor should be marked “Major.”

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

D. Monographs

From the **Publications** screen with Major or Minor set to “Major.”

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

E. Technology Based Products

From the **Publications** screen with Publication Type “Multimedia,” “CD,” “DVD,” “Video” or “Online” and Major or Minor set to “Major.”

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

F. Films/Videos

G. Other

From the **Publications** screen with Major or Minor set to “Major.”

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

II. Works Accepted or In-Press

No Publication Date is required for Works Accepted or In-Press.

A. Books

From the **Publications** screen Publication Type of “Books” or “Books, Textbooks,” Current Publication Status of “Accepted/In Press,” and Major or Minor set to “Major.”

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

B. Articles

From the **Publications** screen with Publication Type of “Journal Articles,” Current Publication Status of “Accepted/In Press,” Major or Minor set to “Major,” and Peer-reviewed/refereed to “Yes.”

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

C. Chapters in Books

From the **Publications** screen with Publication Type “Chapter,” Current Publication Status of “Accepted/In Press,” and Major or Minor set to “Major.”

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

D. Monographs

From the **Publications** screen with Current Publication Status of “Accepted/In Press” and Major or Minor set to “Major.”

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

E. Technology Based Products

From the **Publications** screen with Current Publication Status of “Accepted/In Press,” Publication Type of “Multimedia,” “CD,” “DVD,” “Video” or “Online,” and Major or Minor set to “Major.”

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

F. Films/Videos

G. Other

From the **Publications** with Current Publication Status of “Accepted/In Press” and Major or Minor set to “Major” that aren’t printed in the other sections.

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

III. Works Submitted (List date of submission)

No Publication Date is required for Works Submitted.

A. Books

From the **Publications** screen with Publication Type of “Books” or “Books, Textbooks,” Current Publication Status of “Submitted/In Review” or “Revising to Resubmit/In Review,” and Major or Minor set to “Major.”

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

B. Articles

From the **Publications** screen with Publication Type of “Journal Articles,” Current Publication Status of “Submitted/In Review” or “Revising to Resubmit/In Review,” and Major or Minor set to “Major.”

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

C. Chapters in Books

From the **Publications** screen with Publication Type of “Chapter,” Current Publication Status of “Submitted/In Review” or “Revising to Resubmit/In Review,” and Major or Minor set to “Major.”

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

D. Monographs

From the **Publications** screen with Current Publication Status of “Submitted/In Review” or “Revising to Resubmit/In Review” and Major or Minor set to “Major.”

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

E. Technology Based Products

From the **Publications** screen with Publication Type of “Multimedia,” “CD,” “DVD,” “Video” or “Online,” Current Publication Status of “Submitted/In Review” or “Revising to Resubmit/In Review,” and Major or Minor set to “Major.”

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

F. Films/Videos

G. Other

From the **Publications** for publications that have not printed yet with Current Publication Status of “Submitted/In Review” or “Revising to Resubmit/In Review” and Major or Minor set to “Major.”

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

IV. Externally Funded Grants

A. Research

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

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

B. Training

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

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

C. Demonstration

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

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

D. Other

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen with Current Status of “Funded” or “Proposal Submitted” not already printed.

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

V. Presentations/Lectures (Invited or competitively accepted. Please indicate whether invited or competitively reviewed and accepted.)

A. International/National

From the **Presentations** screen with Invited? set to “Invited,” Scope to “International” or “International/National,” Major or Minor to “Major.”

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

B. National

From the **Presentations** screen with Invited? set to “Invited” and Major or Minor to “Major.”

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

C. Regional

From the **Presentations** screen with Invited? set to “Invited” and Major or Minor to “Major.”

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

D. State

From the **Presentations** screen with Invited? set to “Invited” and Major or Minor to “Major.”

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

Minor Works

I. Knowledge Disseminated

From the **Publications** screen with Current Publication Status of “Published” and Major or Minor set to “Minor.”

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

II. Works Accepted or In-Press

From the **Publications** screen with Current Publication Status of “Accepted/In Press” and Major or Minor set to “Minor.”

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

III. Works Submitted (List date of submission and journal)

From the **Publications** screen with Current Publication Status of “Submitted/In Review” or “Revising to Resubmit/In Review” and Major or Minor set to “Minor.”

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

IV. Minor Presentations/Lectures

From the **Presentations** screen with Invited? set to “Invited” and Major or Minor to “Minor.”

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

V. Internally Funded Grants

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

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

VI. External Grant Proposals Not Funded

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen with Funding Type/Category of “Externally-Funded Grant/Contract” and Current Status of “Not Funded.”

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

VII. Reviews of Books or Monographs

From the **Publications** screen with Publication Type of “Reviews” or “Monographs” and Major or Minor set to “Major” or “Minor.”

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

VIII. Scholarly Consultations

- A. Public Agencies
- B. Private Agencies

From the **Consulting** screen.

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

IX. Scholarly Service Activities

- A. List Awards
 - 1. Department
 - 2. School
 - 3. University
 - 4. Other

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

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

X. Describe Scholarly Activities Not Included Above

- A. Current

Activity Currently in Progress

From the **Activity Currently in Progress** screen with Purpose of “Scholarship/Research.”

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

- B. Projected

Service

(list; use complete descriptions; for each activity, use the following symbols to indicate time and/or effort consumption: H = Heavy; M= Medium; L= Light)

I. Editorial/Review Activities

A. Journal Editor

From the **Professional Service/Leadership/Development** screen with Position/Role of "Editor."

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

B. Journal Reviewer

From the **Professional Service/Leadership/Development** screen with Position/Role of "Reviewer, Ad Hoc," "Reviewer, Ad Hoc Journal" or "Reviewer, Journal Article."

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

C. Manuscript Reviewer

From the **Professional Service/Leadership/Development** screen with Position/Role of "Reviewer, Manuscript."

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

D. Grant Reviewer/Panel Member

1. Federal
2. State
3. University
4. Foundation
5. Other

From the **Professional Service/Leadership/Development** screen with Position/Role of "Reviewer, Grant Proposal," "Reviewer of Research Proposals" or "Reviewer, Proposal."

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

II. Committee Activities

A. University

1. Chair

From the **University** screen with Position/Role of “Chair.”

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

2. Other Leadership Role

From the **University** screen with Position/Role *not* set to “Chair” or “Member.”

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

3. Member

From the **University** screen with Position/Role of “Member.”

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

B. School

1. Chair

From the **School/College** screen with Position/Role of “Chair.”

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

2. Other Leadership Role

From the **School/College** screen with Position/Role *not* set to “Chair” or “Member.”

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

3. Member

From the **School/College** screen with Position/Role of “Member.”

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

C. Department

1. Chair

From the **Department** screen with Position/Role of “Chair.”

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

2. Other Leadership Role

From the **Department** screen with Position/Role *not* set to “Chair” or “Member.”

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

3. Member

From the **Department** screen with Position/Role of “Member.”

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

D. Other

1. Chair
2. Other Leadership Role
3. Member

III. Professional Activities

A. International Committee/Scholarly Organization

1. Chair

From the **Professional Service/Leadership/Development** screen with Position/Role of “Chair” and Scope of “International.”

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

2. Other Leadership Role

From the **Professional Service/Leadership/Development** screen with Position/Role *not* set to “Chair” or “Member” and Scope of “International.”

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

3. Member

From the **Professional Service/Leadership/Development** screen with Position/Role of “Member” and Scope of “International.”

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

B. National Committee/Scholarly Organization

1. Chair

From the **Professional Service/Leadership/Development** screen with Position/Role of “Chair” and Scope of “National.”

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

2. Other Leadership Role

From the **Professional Service/Leadership/Development** screen with Position/Role *not* set to “Chair” or “Member” and Scope of “National.”

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

3. Member

From the **Professional Service/Leadership/Development** screen with Position/Role of “Member” and Scope of “National.”

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

C. State Committee/Scholarly Organization

1. Chair

From the **Professional Service/Leadership/Development** screen with Position/Role of “Chair” and Scope of “State.”

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

2. Other Leadership Role

From the **Professional Service/Leadership/Development** screen with Position/Role *not* set to “Chair” or “Member” and Scope of “State.”

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

3. Member

From the **Professional Service/Leadership/Development** screen with Position/Role of “Member” and Scope of “State.”

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

D. Other Committee/Scholarly Organization

1. Chair

From the **Professional Service/Leadership/Development** screen with Position/Role of “Chair” for activities that have not already printed.

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

2. Other Leadership Role

From the **Professional Service/Leadership/Development** screen with Position/Role *not* set to “Chair” or “Member” for activities that have not already printed.

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

3. Member

From the **Professional Service/Leadership/Development** screen with Position/Role of “Member” for activities that have not already printed.

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

E. Membership in Professional Organizations

From the **Professional Memberships** screen.

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

IV. Administrative Assignment

- A. University
- B. School
- C. Department
- D. Other

From the **Administrative Assignments** screen.

Manage Activities > General Information > [Administrative Assignments](#)

V. Service Awards/Recognition

- A. List Awards
 - 1. Department
 - 2. School
 - 3. University
 - 4. Other

From the **Awards and Honors, Honor Societies** screen with Purpose of “Service.”

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

VI. Service Activities In Educational or Related Agencies

A. Estimated number of days worked in educational and/or related agencies.

1. Supervision
2. Professional development
4. Committees
5. Program consultations
6. Other

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 \(e.g., P-12, guest class lectures, outreach\)](#)

VII. Service Activities Not Described Above

- A. Current
- B. Projected

GENERAL COMMENTS*

*Describe additional factors that are important to the role of instruction, scholarship and service that should be considered in the annual review process. Emphasize professional development activities (e.g., self-study projects, professional meetings attended, inquiry groups, etc.) that were completed and/or are continuing.