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:

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 HSES 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
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

I. TEACHING

A. Classroom Activities (courses, enrollment, assessments, class activities, changes made in your courses, etc)

<table>
<thead>
<tr>
<th>Term</th>
<th>Course #</th>
<th>Title</th>
<th>Student #</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Semester] [Year]</td>
<td>[Course Prefix]</td>
<td>[Course Number]-</td>
<td>[Official Enrollment Number]</td>
<td>[Number of Student Credit Hours]</td>
</tr>
<tr>
<td>[Section Number]</td>
<td></td>
<td>[Course Name]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From the Courses Taught screen with Delivery Mode set to “Independent Study,” “Individual Research” or “Thesis/Dissertation.”

Manage Activities > Teaching > Courses Taught

B. Other Instructional Activities (appointment courses, internships, practica, etc.)

II. ADVISEMENT (graduate students, mentoring of students, etc.)

From the Academic Advising Summary screen and from the Directed Student Learning screen.

Manage Activities > Teaching > Academic Advising Summary
Manage Activities > Teaching > Directed Student Learning
III. SERVICE  (committees, role on committee, activity level of committee, etc.)

A. University

From the University screen.

Manage Activity > University Service > University

B. School of Education

From the School/College screen.

Manage Activity > University Service > School/College

C. Department

From the Department screen.

Manage Activity > University Service > Department

D. Public Service (community agencies, i.e., American Red Cross, wellness facilities, etc.)

From the Public Service screen.

Manage Activities > Other Service/Professional Development > Public Service

E. Professional Service (memberships, leadership roles, committee memberships, conference attendance)

Memberships

From the Professional Memberships screen.

Manage Activities > Other Service/Professional Development > Professional Memberships
IV. RESEARCH/SCHOLARLY ACTIVITY

A. Published manuscripts (cite publications, indicate your role, list only those printed or accepted for publication, list pending or submitted in "Research in Progress" category)

1. Peer-reviewed research (original research, review of literature)

B. Professional Presentations/Lectures

1. Peer-reviewed original research (oral or poster; qualitative or quantitative)
2. Other (educational, instructional, review of literature, workshops, clinics or invited speaker)

From the **Presentations** screen with Peer-reviewed/refereed marked “Yes.”

Manage Activities > Research/scholarly/Creative Activity > **Presentations**

3. Other (Service) Publications or Presentations/Lectures

From the **Publications - Service** screen.

Manage Activities > Other Service/Professional Development > **Publications - Service**

From the **Presentations - Service** screen.

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

C. Research in Progress (manuscripts and grants in preparation, materials submitted, status of current research activities)

**Publications in Progress**

From the **Publications** screen with Current Publication Status not set to “Published” or “Accepted/In Press.”

Manage Activities > Research/scholarly/Creative Activity > **Publications**

**Contracts/Grants Submitted**

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

Manage Activities > Research/scholarly/Creative Activity > **Contracts, Grants, Fellowships, and Other Funded Activity**

**Activity Currently In Progress**

From the **Activity Currently in Progress** screen.

Manage Activities > Research/scholarly/Creative Activity > **Activity Currently in Progress**
D. Editorships/Reviewer (role as reviewer, editor, etc.)

From the **Professional Service/Leadership/Development** screen with **Position/Role** of “Editor” or “Reviewer.”

Manage Activities > Other Service/Professional Development > **Professional Service/Leadership/Development**

E. Grant Activity (submitted, funding status, amounts, etc.)

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen with **Current Status** not set to “Proposal Submitted.”

Manage Activities > Research/scholarly/Creative Activity > **Contracts, Grants, Fellowships, and Other Funded Activity**

V. PROFESSIONAL DEVELOPMENT (list professional development activities, new skills acquired professional growth, etc.)

VI. OTHER ACCOMPLISHMENTS/RECOGNITION (special recognition, awards, significant accomplishments, recognition by peers, etc.)

From the **Awards and Honors, Honor Societies** screen.

Manage Activities > Teaching > **Awards and Honors, Honor Societies**

VII. SUMMARY STATEMENT DESCRIBING THE DEGREE TO WHICH YOU ACCOMPLISHED YOUR ANNUAL GOALS

Teaching (prioritized goals)

Research (prioritized goals)

Service (prioritized goals)

VIII. ADMINISTRATIVE ACCOMPLISHMENTS/ACTIVITIES (if assigned)