

## 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.** (Callout pointing to the red 'Run Reports' menu bar)
- 2. Select the annual report from the drop-down menu.** (Callout pointing to the 'Report' dropdown menu showing 'School of Education HSES Annual Report')
- 3. Set the Start/End Date ranges.** (Callout pointing to the 'Date Range' section with Start Date: Jan 01 2015 and End Date: Dec 31 2015)
- 4. Select the citation style.** (Callout pointing to the 'Report Options' section where 'APA' is selected under '\* a) Select citation style')
- 5. Set the File Format to Microsoft Word.** (Callout pointing 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.** (Callout pointing to the 'Run Report' button in the top right corner)

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

**University of Kansas**  
**Department of Health, Sport, and Exercise Sciences**

**Annual Performance Activities Reporting Form**  
**[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](#)

**I. TEACHING**

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

<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]

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](#)

## Leadership

From the **Professional Service/Leadership/Development** screen with Position/Role *not* set to “Editor” or “Reviewer.”

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

## 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)

From the **Publications** screen with Current Publication Status of “Published” or “Accepted/In Press” and Peer-reviewed/refereed marked “Yes.”

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

#### 2. Other (educational, trade & professional publications, news media, etc.)

From the **Publications** screen with Current Publication Status of “Published” or “Accepted/In Press” and Peer-reviewed/refereed marked “Yes.”

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

### B. Professional Presentations/Lectures

#### 1. Peer-reviewed original research (oral or poster; qualitative or quantitative)

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

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

## 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)**