

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 Spec Ed 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)

Below is the School of Education Spec Ed 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 SPECIAL EDUCATION FACULTY ANNUAL REPORT

(Revised 2007, 2009, 2011)

Period covered by this report:

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.

Due Electronically to Jessica Stringer - January 30, _____

The year in which the report is due, and dates in the following narrative, are generated by the report program.

Please Submit Updated Curriculum Vitae with Report

Name: _____ Department: _____

Academic Rank: _____

Percent Academic Appointment - Department: _____

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

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

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](#).)

Other (identify & percent): _____

Salary Status - Percent State: _____

Other (identify & percent): _____

Calendar Year Status - Regular Appointment: _____

Leave Without Pay: _____

Sabbatical: _____

Other: _____

Distribution of Effort: Teaching: _____ % Research: _____ % Service: _____ %

PLEASE NOTE:

1. University and Kansas Board of Regents' policies require all tenure-line faculty submit annual documentation of their performance in relation to standards of satisfactory teaching, research, and professional service. This information is used in consideration of tenure, promotion, retention, and merit pay.
2. **It is assumed that all faculty have a standard distribution of effort load (1.0: FTE 40-40-20 or .5 FTE: 20-20-10) unless a different workload distribution has been approved by the chair on or before _____.**
3. Annual reports submitted after **TBD** will not be considered for merit pay decisions unless prior permission has been granted by the department chair and the personnel committee chair.

FAR General Directions

To facilitate Department, School, and University use of your information in annual reports and to ensure your work is considered appropriate for merit pay, please adhere to the format described in the following sections as you report your work (e.g., use of APA citation standards). PLEASE USE **BLUE** OR **RED** type completing this form to help expedite the review process.

TEACHING AND INSTRUCTION

- I. **Course Instruction and Evaluation** [Include Spring _____, Summer _____, and Fall _____ only]
 - A. List all courses taught Spring, Summer and Fall semesters _____ in the table below.
 - B. Courses without Student Survey of Teaching data cannot be evaluated by the Personnel Committee.
 - C. If you were listed as Instructor of Record but another person (e.g., graduate teaching assistant, co-teacher) assumed the major course responsibilities, please indicate in the section below, the role you played with respect to course content preparation/planning, instruction, instructional supervision, student instructor mentoring, advising, grading, etc. Estimate your instruction contributions to the course (% of overall instructional effort).

<u>Term</u>	<u>Course #</u>	<u>Title</u>	<u>Schedule</u> *	<u>Student #</u>	<u>Credits</u>	<u>Instructor</u> **	<u>Mean of Items 1, 2 & 5</u>	<u>Mean of Items 3 & 4</u>	<u>Mean of Items 6, 7 & 8</u>	<u>Item 9</u>

* Weekly, bi-weekly, monthly, bi appointment, field work only

** GTA, College Teaching Student, Co-Teacher

From the **Courses Taught** screen.

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

- D. **Other information (Optional).** Supplemental class evaluation tools may accompany the Student Survey of Teaching data (e.g., Blackboard discussions, student letters); however this information cannot be used in place the Student Survey. It may helpful illustrating your own efforts to solicit formative and summative student feedback for the purposes of enhancing your teaching, student learning, and course satisfaction.

II. **Instructional Committees** Roles and Responsibilities

A. Please complete the following table.

<u>Student Level</u>	<u>Primary Advisor for Report Start Year Graduates</u>	<u>Primary Advisor for Report Start Year Continuing Students</u> *	<u>Committee Member Advising</u> *	
			<u>Report Start Year Graduates</u>	<u>Continuing Students</u>
Doctoral				
Grad Certificate				
Masters				
Endorsement				
Undergraduate				

* Please report only on active students (i.e., students for whom you provide regular face-to-face and/or online advising)

B. **Other information (Optional).** Additional information about your advising may be submitted as appropriate to illustrate your ongoing efforts to advise students, address issues, monitor progress, and evaluate your advising efforts.

C. **Instructional Awards/Recognition.** Please list all _____ awards you received for your teaching and/or student mentoring from KU, state, and national organizations.

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

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

III. **New or Revised Approaches to Instruction**

Please describe any significant course changes made during _____ to improve or enhance your courses and overall student learning (150 word maximum). NOTE: There is no presumption of change for change sake. If you have not changed your courses (i.e., content, instruction, assignments, delivery mode), explain briefly why you chose not to make changes in this reporting period.

Although information technology may be used to revise courses or improve the practice of teaching, it is one of many ways to do so (e.g., new course content, team teaching, use of problem-solving approach). As such, use of information technology should not be considered as synonymous with or exhaustive of innovation in teaching.

IV. **Additional Information Helpful to Personnel Committee/Chairperson in Evaluating Your Teaching**

SCHOLARSHIP

Publications must have a Current Publication Status of “Published” and a Publication Date to appear on this report.

List the full reference for each of your scholarly products this year. Give the complete citation (APA format) with authors listed. Please do not list manuscripts that have been accepted for publication in _____. Final product manuscripts that do not fall into publication categories identified below should be included within the "Other" section.

I. **Publications**

- A. **Books.** List all authored books and the date during which you want to claim for publication. This may be either the time period during which the book appeared in print OR the date of publication. Please do not list a book reported in your _____ FAR. NOTE: Edited books in which you are the editor or co-editor may be listed in this section OR as authored chapters from the edited book. You may not list this twice (i.e., both as an edited book and as authored chapters).

From the **Publications** screen with Publication Type of “Books” or “Books, Textbooks.” [Your FAR year is supplied by the report program.]

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

B. **Book or Test Reviews**

From the **Publications** screen with Publication Type set to or “Reviews.”

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

C. **Chapters** (See A for additional information)

From the **Publications** screen with Publication Type set to “Chapter.”

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

D. **Instructional Materials and Assessment Instruments**

From the **Publications** screen with Publication Type set to “Instructional Material” or “Assessment.”

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

E. Monographs

From the **Publications** screen.

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

F. Multimedia Products (e.g., video, CD, DVD, etc.)

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

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

G. Non-refereed Articles

From the **Publications** screen with Publication Type set to “Journal Articles,” Peer-reviewed/refereed *not* marked “Yes,” and Invited *not* set to “Invited.”

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

H. Online Websites and Products

From the **Publications** screen with Publication Type set to “Online.”

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

- I. **Refereed and Invited Articles.** Refereed articles (i.e., published peer-reviewed manuscripts) and invited articles (i.e., manuscripts published in referred journals that did not undergo a full peer review) are given equal weight in the annual review process. Both should be listed with the respective notations.

Refereed Articles

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

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

- J. **Other.** List manuscripts that do not fall into the categories described above (e.g., policy documents, legislative testimony, etc). Do not list documents that are administrative in nature and required by funding agencies and manuscripts that have been accepted for publication or are in-press.

From **Publications** screen for records not already included.

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

II. Editorial/Review Activities

- A. Journal Editor
- B. Journal Consulting Editor
- C. Regular Journal Field Reader/Field Reviewer
- D. Occasional/Invited Journal Field Reader/Field Reviewer
- E. Manuscript Reviewer for Publisher
- F. Grant Reviewer/Panel Member
- G. Other

Please complete the following table with your _____ editorial information. Please indicate the number of manuscripts reviewed for journals listed. Please provide additional information about this work as appropriate in the space below.

From the **Professional Service/Leadership/Development** screen with Position/Role shown in the table above.

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

<u>Journal Editor</u>	<u>Position/Role</u> set to: "Co-Editor", "Editor" or "Editor, Journal"
<u>Consulting Editor</u>	"Editor, Assistant", "Editor, Associate", "Editor, Book", "Editor, Conference Proceedings", "Editor, Consulting", "Editor, Contributing", "Editor, Newsletter" or "Editor, Textbook"
<u>Regular Field Reviewer</u>	"Editorial Board Member" or "Editorial Review Board Member"
<u>Occasional/Invited Reviewer</u>	"Reviewer", "Reviewer, Ad Hoc", "Reviewer, Ad Hoc Journal", "Reviewer, Book", "Reviewer, Conference Paper", "Reviewer, Journal Article", "Reviewer, Proposal", "Reviewer, Textbook" or "Guest Reviewer"
<u>Manuscript Reviewer (Publisher)</u>	"Reviewer, Manuscript"
<u>Grant Reviewer (List Agency)</u>	"Grant Panelist", "Grant Reviewer", "Grant Reviewer, Ad Hoc", "Reviewer of Research Proposals" or "Reviewer, Grant Proposal"
<u>Other</u>	

III. External Scholarly Projects

Please list all external proposals submitted, newly funded or continuing during _____. If a newly-submitted proposal is funded, please list it once under the "newly funded" category. Please include all principal investigators in your citation. Indicate the year in which the grant began and the year in which funding ends and the total amount of the award for the entire grant period (not annual amounts).

A. Research

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen with Funding Type/Category of "Externally-Funded Grant/Contract," Current Status of "Proposal Submitted" or "Funded," and Purpose set to "Research."

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

B. Personnel Preparation

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen with Funding Type/Category of "Externally-Funded Grant/Contract," Current Status of "Proposal Submitted" or "Funded," and Purpose of "Personnel Preparation."

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

C. Demonstration

From the **Contracts, Grants, Fellowships, and Other Funded Activity** with Funding Type/Category of "Externally-Funded Grant/Contract," Current Status of "Proposal Submitted" or "Funded," and 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 Funding Type/Category of "Externally-Funded Grant/Contract" and Current Status of "Proposal Submitted" or "Funded" for records not already included in the other sections

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

IV. Internal Scholarly Projects

Please list all internal proposals submitted and grants newly funded or continuing during _____. If a newly submitted proposal is funded, please list it once under the "newly funded" category. Please include all principal investigators in your citation. Indicate the year in which the grant began and the year in which funding ends and the total amount of the award for the entire grant period (not annual amounts).

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen with Funding Type/Category of "Internal Award," "General Research Fund" or "New Faculty General Research Fund" and Current Status of "Proposal Submitted" or "Funded."

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

V. Presentations/Lectures [Include Presentations with Scope]

List all presenters or co-presenters, presentation date, title, organization, and location (face-to-face or note online presentations). Invited keynote presentations should be noted. Format examples are shown below.

A. International (Presentations outside of the U.S.)

From the **Presentations** screen with Scope of "International."

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

B. National (Conferences within the U.S.)

From the **Presentations** screen with Scope of "National."

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

C. Regional/State (State of regional associations)

From the **Presentations** screen with Scope of "Regional," "Regional/State" or "State."

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

D. Local (SEA, LEA, community agencies)

From the **Presentations** screen with Scope of "Local."

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

VI. Scholarly Awards/Recognition

A. Internal Awards/Recognition

From the **Awards and Honors, Honor Societies** screen with Purpose of “Scholarship/Research,” Name Award or Honor/Honor Society of “University,” or an Organization/Sponsor of “University.”

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

B. External Awards/Recognition

From the **Awards and Honors, Honor Societies** screen with Purpose of “Scholarship/Research” for records not already included in the other sections.

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

VII. Additional Information Helpful to Personnel Committee/Chairperson in Evaluating Your Scholarship

PROFESSIONAL SERVICE

Please complete the _____ Professional Service table below.

SERVICE ROLES AND PARTICIPATION LEVEL

Name	Agency	Date Started	Date Finished	Role ¹
1a. Department of Special Education Committees				
<p>From the Department screen with <u>Department</u> set to "Special Education." Manage Activities > University Service > Department</p>				
1b. SOE Committees				
<p>From the School/College screen with <u>School or College</u> set to "School of Education." Manage Activities > University Service > School/College</p>				
1c. University Committees				
<p>From the University screen with <u>Organization where employed at time of service</u> set to "University of Kansas." Manage Activities > University Service > University</p>				
1d. Community Committees				
<p>From the Professional Service/Leadership/Development screen with <u>Scope</u> of "Local." Manage Activities > Other Service/Professional Development > Professional Service/Leadership/Development</p>				
1e. State Committees				
<p>From the Professional Service/Leadership/Development screen with <u>Scope</u> of "State." Manage Activities > Other Service/Professional Development > Professional Service/Leadership/Development</p>				
1f. National Committees (e.g., IES)				
<p>From the Professional Service/Leadership/Development screen with <u>Scope</u> of "National." Manage Activities > Other Service/Professional Development > Professional Service/Leadership/Development</p>				

1g. Professional Organizations (e.g., CEC)

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From the **Professional Service/Leadership/Development** screen.

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

1h. Presentations - Service (e.g., P-12, guest class lectures, outreach)

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From the **Presentations – Service** screen.

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

1i. Other Service Activities

From the **Department** screen, the **School/College** screen, the **University** screen and the **Public Service** screen for records not already printed.

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

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

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

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

¹ Role (e.g., board member, chair, secretary/note taker)

SERVICE AWARDS

<u>Name</u>	<u>Agency/Org.</u>	<u>Date Received</u>	<u>Selection Process</u> ¹	<u>Comments</u>
2. Service Awards/Recognitions				

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

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

¹ Briefly describe the selection process (e.g., nominated and voted)

3. Other information helpful to Personnel Committee/Chair in evaluating your service.

ANNUAL GOALS/GENERAL COMMENTS

The report start year and “next year” shown below are generated by the report program.

1. Provide a brief report on the _____ goals you identified in last year's Faculty Annual Report
2. List your Sum of _____ Scholarship, Teaching, and Service goals. Please develop at least one goal for each area: Teaching, Research and Service.
3. Describe additional factors that are important to the role of instruction, scholarship and service that should be considered in the annual review process. For example, you may indicate your current load agreement relative to percentage of effort in teaching, scholarship, and service. Emphasize professional development activities (e.g., self-study projects, professional or staff development meetings attended, inquiry groups, etc.) that were completed during the year. Any final comments on considerations you believe are important for the Personnel Committee and the Chairperson in reviewing your faculty annual report are encouraged in this section.