

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 'Run Reports' menu item)
- 2. Select the annual report from the drop-down menu.** (Callout pointing to the 'Report' dropdown menu)
- 3. Set the Start/End Date ranges.** (Callout pointing to the 'Date Range' section)
- 4. Select the citation style.** (Callout pointing to the 'Report Options' section)
- 5. Set the File Format to Microsoft Word.** (Callout pointing to the 'File Format' section)
- 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)

The interface includes a red arrow pointing from the 'Run Reports' menu to the main form. The form has a 'Run Report' button in the top right corner. The 'Date Range' section has 'Start Date' (Jan 01 2015) and 'End Date' (Dec 31 2015). The 'Report Options' section has a note '* a) Select citation style' and 'APA' selected. The 'File Format' section has 'Microsoft Word (.doc)' selected and a note 'Changes made to the Microsoft Word document will not be reflected in the system.' The 'Page Size' is set to 'Letter'.

Below is the CLAS Math 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

School of Engineering Faculty Activity 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.

Name: _____

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

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

Teaching

	Course Taught	Term/Year	Course #	Title	Credit	Enrollment	Avg Score for "overall effectiveness as an instructor"	Student Credit Hours	Teaching %
Total or Average									

From the **Courses Taught** screen.

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

Experiential Learning/Substantial Extracurricular Projects Directed

Total _____

From the **Experiential Learning** screen.

Manage Activities > Teaching > [Experiential Learning](#)

Student Group Awards/Competition Awards

Total

From the **Student Group Awards** screen.

Manage Activities > Teaching > [Student Group Awards \(e.g., competitions\)](#)

Calendar Year Summary Count of Undergraduates Advised

From the **Academic Advising Summary** screen.

Manage Activities > Teaching > [Academic Advising Summary](#)

Short Courses Taught

Total

From the **Presentations** screen with Presentation Type or Presentation Title containing “Short Course”.

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

Teaching Improvement Activities (courses redesigned, teaching workshops attended, leadership in teaching, etc.):

NOTE: Add your narrative for this item, in the PRO screen “Eng Annual Report Summary Screen (Narratives)” and it will appear here.

From the **Eng Annual Report Summary** screen.

Manage Activities > Annual Review Submission > Eng Annual Report Summary Screen (Narratives)

Other Teaching Comments:

NOTE: Add your narrative for this item in the PRO screen “Eng Annual Report Summary Screen

From the **Eng Annual Report Summary** screen.

Manage Activities > Annual Review Submission > Eng Annual Report Summary Screen (Narratives)

Research

PLEASE NOTE Publications must have a Current Publication Status of “Published” and a Publication Date to appear on this report. Presentations must also have a date to print.

Published Peer Reviewed Journal Articles

Total	
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From **Publications** screen with Publication Type set to “Journal Articles” and Peer-reviewed/refereed set to “Yes.”

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

Published Peer Reviewed Conference Articles / Conference Proceedings Edited Volumes

Total	
-------	--

From the **Publications** screen with Publication Type containing “Conference Proceedings” and Peer-reviewed/refereed set to “Yes.”

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

Published Reports

Total	
-------	--

From the **Publications** screen with Publication Type containing “Reports.”

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

Patents (not including pending or current applications)

Total

From the **Patents and Copyrights** screen.

Manage Activities > Research/Scholarly/Creative Activity > [Patents and Copyrights](#)

Editorships/Associate Editorships/Memberships on Editorial Boards

Total

From from the **Professional Service/Leadership/Development** screen with Position/Role set to “Editor,” “Editor, Associate,” “Editor, Journal,” “Editorial Review Board Member,” “Guest Editor,” “Contributing Editor” or “Editorial Board Member.”

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

Books

Total

From the **Publications** screen with Publication Type of “Books” or “Books, Textbooks.”

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

Book Chapters

Total

From the **Publications** screen with Publication Type of “Book Chapters” or “Books, Chapters in Textbooks.”

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

Other Copyrighted or Published Works (e.g. software, abstracts, manuals, magazine/encyclopedia/newsletter articles, monographs, etc.)

Total	
-------	--

From the **Publications** screen for records not already printed in the report.

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

Presentations (Invited)

Total	
-------	--

From the **Presentations** screen when Invited? is set to “Invited.”

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

Presentations (Not Invited)

Total	
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From the **Presentations** screen when Invited? is **not** set to “Invited.”

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

Graduate Student Advising

		Grad Student	Degree	Project/Thesis	Date of Completion	Committee Chair
Ph. D. - Graduated						
Total						

From the **Directed Student Learning** screen with Position/Role of “Chair,” “Co-Chair” or “Advisor,” and with Date Completed filled in.

Manage Activities > Teaching > [Directed Student Learning \(e.g., theses, dissertations, projects, performances\)](#)

		Grad Student	Degree	Project/Thesis	Date of Completion	Committee Member
Ph. D. - Graduated						
Total						

From the **Directed Student Learning** screen with Position/Role that is *not* “Chair,” “Co-Chair” or “Advisor,” and with Date Completed filled in.

Manage Activities > Teaching > [Directed Student Learning \(e.g., theses, dissertations, projects, performances\)](#)

		Grad Student	Degree	Project/Thesis	Date of Completion	Committee Chair
Ph. D. - Advised						
Total						

From the **Directed Student Learning** screen with Position/Role set to “Chair,” “Co-Chair” or “Advisor,” with a Stage of Completion of “in progress,” and with *no* Date Completed filled in.

Manage Activities > Teaching > [Directed Student Learning \(e.g., theses, dissertations, projects, performances\)](#)

		Grad Student	Degree	Project/Thesis	Date of Completion	Committee Member
Ph. D. - Advised						
Total						

From the **Directed Student Learning** screen with Position/Role *not* set to “Chair,” “Co-Chair” or “Advisor,” with a Stage of Completion of “in progress,” and with *no* Date Completed filled in.

Manage Activities > Teaching > [Directed Student Learning \(e.g., theses, dissertations, projects, performances\)](#)

		Grad Student	Degree	Project/Thesis	Date of Completion	Committee Chair
M.S. - Graduated Total						

From the **Directed Student Learning** screen with Position/Role set to “Chair,” “Co-Chair” or “Advisor,” with Date Completed filled in.

Manage Activities > Teaching > [Directed Student Learning \(e.g., theses, dissertations, projects, performances\)](#)

		Grad Student	Degree	Project/Thesis	Date of Completion	Committee Member
M.S. - Graduated Total						

From the **Directed Student Learning** screen with Position/Role *not* set to “Chair,” “Co-Chair” or “Advisor,” and with Date Completed filled in.

Manage Activities > Teaching > [Directed Student Learning \(e.g., theses, dissertations, projects, performances\)](#)

		Grad Student	Degree	Project/Thesis	Date of Completion	Committee Chair
M.S. - Advised Total						

From the **Directed Student Learning** screen with Position/Role set to “Chair,” “Co-Chair” or “Advisor,” and with no Date Completed or with Stage of Completion set to “in progress.”

Manage Activities > Teaching > [Directed Student Learning \(e.g., theses, dissertations, projects, performances\)](#)

M.S. - Advised
Total

	Grad Student	Degree	Project/Thesis	Date of Completion	Committee Member

From the **Directed Student Learning** screen with Position/Role that is *not* “Chair,” “Co-Chair” or “Advisor,” and with *no* Date Completed or with a Stage of Completion of “in progress.”

Manage Activities > Teaching > [Directed Student Learning \(e.g., theses, dissertations, projects, performances\)](#)

Research Funded (Cash only, not in-kind or matching amounts)

		Sponsor	Title	Start Date	End Date	Funding Total	Expended This Calendar Year	Students Supported	PI/Co-PI	% Effort
Competitive Federal										
Subtotal										

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen Funding Type/Category of “Externally-Funded Grant/Contract,” a Funding Source of “Federal”, with Refereed or Invited set to “Refereed/Competitive,” and Current Status of “Funded.”

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

		Sponsor	Title	Start Date	End Date	Funding Total	Expended This Calendar Year	Students Supported	PI/Co-PI	% Effort
Other Non-Competitive Federal										
Subtotal										

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen with Funding Type/Category of “Externally-Funded Grant/Contract,” a Funding Source of “Federal”, with Refereed or Invited **not** set to “Refereed/Competitive,” and Current Status set to “Funded.”

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

		Sponsor	Title	Start Date	End Date	Funding Total	Expended This Calendar Year	Students Supported	PI/Co-PI	% Effort
Other Funding Sources										
Subtotal										

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen with Current Status of “Funded” that have printed in the report already.

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

Research Proposals (Submitted, Pending)

		Sponsor	Title	Start Date	End Date	Funding Total	PI/Co-PI
Other Funding Sources							
Subtotal							

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](#)

Research Proposals (Submitted, Not Funded) Note: The END DATE in PRO must be the year the proposal status changed to “not funded.”

		Sponsor	Title	Start Date	End Date	Funding Total	PI/Co-PI
Other Funding Sources							
Subtotal							

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen with Current Status of “Not Funded.”

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

Other Research Comments:

NOTE: Add your narrative for this item in the PRO screen “Eng Annual Report Summary Screen”

From the **Eng Annual Report Summary** Screen.

Manage Activities > Annual Review Submissions > Eng Annual Report Summary Screen (Narratives)

Service

National/International

Total	
-------	--

From the **Professional Service/Leadership/Development** screen with Scope set to “International” or “National.”

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

Regional/State/Local

Total	
-------	--

From the **Professional Service/Leadership/Development** screen with Scope set to “State” or “Regional” or “Local.”

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

University

Total	
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From the **University** screen.

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

School

Total	
-------	--

From the **School/College** screen.

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

Department

Total	
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From the **Department** screen.

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

Outreach

External Collaborations (industry, organizations, partnerships) per BOLD ASPIRATIONS Strategic Plan

Goal 4-C: Promote active entrepreneurship and vibrant external partnerships. Information collected in PRO on the External or International Connections and Collaborations PRO screen may be used to illustrate progress toward achieving strategic goal 4-C.

Total	
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From the **External or International Connections and Collaborations** screen.

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > [External or International Connections and Collaborations](#)

Service Presentations (outreach, presentations, Service to P-12 schools, etc.)

Total	
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From the **Presentations - Service** screen.

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

Other Service Comments

NOTE: Add your narrative for this item in the PRO screen “Eng Annual Report Summary Screen”

From the **Eng Annual Report Summary** screen.

Manage Activities > Annual Review Submissions > Eng Annual Report Summary Screen (Narratives)

Single Occasion Consulting

	Single Occasion	Activity	Time Spent
Total			

From the **Consulting** screen.

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

Awards, Honors

Current Year Honors (with date received)

Total	
-------	--

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

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

Continuing Honors (with date received)

Total	
-------	--

From the **Awards and Honors, Honor Societies** screen for records with no End Year that have not already been included on the report.

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

Other Impact Comments

NOTE: Add your narrative for this item in the PRO screen "Eng Annual Report Summary Screen"

From the **Eng Annual Report Summary** screen.

Manage Activities > Annual Review Submissions > Eng Annual Report Summary Screen (Narratives)