

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 containing 'School of Law 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 Law 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,

KU Law Faculty Annual Report

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

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

PLEASE NOTE 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.

Note: All undated material should not appear in this report in any of the sections EXCEPT publications. If the publication status criteria are met, the entry should be included whether a date is given or not.

I. Teaching

- A. Please list the courses you taught by semester, the number of credit hours, and the enrollment for each course. Include S.J.D. supervised and independent research courses.

Course Number	Title	Section	Credit Hours	Enrollment

From the **Courses Taught** screen.

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

Professional, Executive, or Non-Credit Instruction Taught

From the **Professional, Leadership, Non-Credit Instruction Taught** screen.

Manage Activities > Teaching > [Professional, Leadership, Non-Credit Instruction Taught](#)

Dissertation/Thesis Supervision

From the **Directed Student Learning** screen.

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

- B. For each course, describe the teaching method and materials, the method of student evaluation, and any skills or experiential-learning component incorporated into the course. If you had a new preparation or a significant change in pedagogical methods for any of these classes, please include that information.

- C. Please describe other academic support you provided to our students, including student-edited journal or student writing reviewed, S.J.D committees served upon, extraordinary mentoring, moot court teams coached, and any other undertakings that enriched our students' educational experience or learning environment. If you were assigned a student paper or papers to review, please confirm that you provided appropriate feedback to the student consistent with the role of a faculty reader.

- D. Describe any other activities not listed above that enhanced your teaching or contributed to the education of our students and their preparation for professional careers.

II. Research and other Scholarly Activities

- A. Please list all essays, articles, books or other written work published in the _____ calendar year, including a full citation for each work.

From the **Publications** screen with Current Publication Status set to "Published" or "Published, but delayed".

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

- B. Please list all essays, articles, books, or other written work currently completed and pending publication, including title and publisher (or the status of submission for publication if not yet placed).

From the **Publications** screen with Current Publication Status set to "Accepted/In Press".

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

- C. For each piece of scholarly work described above (under both II.A. and II.B.), please indicate whether it has been posted to SSRN. For each piece of published work described above (under II.A.), please indicate whether it has been posted to ScholarWorks.

From the **Publications** screen with Current Publication Status set to “In Preparation/Progress; Not Yet Submitted,” “Submitted/In Review” or “Revising to Resubmit/In Review”.

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

- D. Please list all works-in-progress by title and anticipated date of completion.

- E. Please list all paper or panel presentations made during _____.

From the **Presentations** screen with Presentation Type set to anything other than “CLE.”

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

- F. Please list all proposals for funded research submitted, including your role and the results of those applications. Also identify your role in any ongoing funded research projects.

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen.

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

- G. Please list all other research and scholarly activities, including law reform work, continuing legal education presentations and panels, and pro bono legal work that related to and enriched your teaching and research.

Service Presentations

From the **Presentations – Service**.

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

CLE Presentations

From the **Presentations** screen with Presentation Type set to “CLE.”

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

Consulting

From the **Consulting** screen.

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

Litigation Activity Type Litigation

From the **Litigation** screen.

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > [Litigation](#)

H. Please describe your work in developing connections with other disciplines or units at KU.

III. Service

A. Please list all service activities provided to the Law School and highlight any noteworthy accomplishments related to that service. When listing committee memberships, indicate what role you played on the committee in question and a general indication of the time commitment involved.

School Service

From the **School/College** screen.

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

- B. If not indicated above, please list your work beyond committee responsibilities, with admissions and recruitment, placement, as well as any official outreach you have undertaken on behalf of the Law School.
- C. Please list all service activities provided to the University and highlight any noteworthy accomplishments related to that service. When listing committee memberships, indicate what role you played on the committee in question and a general indication of the time commitment involved.

University Service

From the **University** screen

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

- D. Please describe all other service contributions that enhanced the Law School's reputation and standing within the state, region, nation, or internationally.

Professional Service

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

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

Patents

From the **Patents and Copyrights** screen with Patent or Copyright set to "Patent."

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

Copyrights

From the **Patents and Copyrights** screen with Patent or Copyright set to “Copyright”.

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

External or International Connections and Collaborations

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

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

IV. Goals for the Upcoming Year

- A. Using the categories listed above, please provide a brief and frank assessment of your performance during ____.

- B. Please describe, generally, your goals and professional objectives for the upcoming year.