

## 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 Music Annual Report - Current Year')
- 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 Music 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

Where in PRO: **Personal Information, Teaching/Research Statements, BIO**

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

## CURRENT ANNUAL REPORT

### EDUCATION/PREPARATION

Where in PRO: **Education**

Manage Activities > General Information > [Education](#)

### LICENSURES, CERTIFICATIONS, AND PROFESSIONAL TRAINING

Where in PRO: **Licensures, Certifications, and Professional Training**

Manage Activities > General Information > [Licensures, Certifications, and Professional Training](#)

### ACADEMIC/PROFESSIONAL EXPERIENCE

Where in PRO: **Academic, Professional, and Other Employment/Experience**

Manage Activities > General Information > [Academic, Professional, and Other Employment/Experience](#)

### ADMINISTRATIVE ASSIGNMENTS

Where in PRO: **Administrative Assignments**

Manage Activities > General Information > [Administrative Assignments](#)

## PROFESSIONAL MEMBERSHIPS

Where in PRO: **Professional Memberships**

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

## TEACHING

Teaching Description (short narrative statement of teaching assignment)

Where in PRO: **Personal Information, Teaching/Research Statements, BIO**

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

Dissertation/Thesis Supervision

Where in PRO: **Directed Student Learning**

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

KU Courses Taught - Last 3 Years

Where in PRO: **Courses Taught**

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

Summary List of Courses Taught

Where in PRO: **Summary List of Courses Taught**

Manage Activities > Teaching > [Summary List of Courses Taught](#)

Other teaching activities not listed above

Where in PRO: **Professional, Leadership, Non-Credit Instruction Taught**

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

Achievements of distinction of current/former students

Where in PRO: **Achievements of Distinction of Current/Former Students**

Manage Activities > Teaching > [Achievements of Distinction of Current/Former Students](#)

## MAJOR RESEARCH/SCHOLARLY/CREATIVE ACTIVITY

Research Description (short narrative of primary research/creative interests and activities)

Where in PRO: **Personal Information, Teaching/Research Statements, BIO**

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

## COMPOSITION

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting**

The **TYPE OF WORK** field sorts activities according to the type of composition activity (publication, performance, etc.).

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

Original musical works or arrangements of major proportion, including performance length and artistic merit

**TYPE OF WORK: "Composition Major – Original musical works or arrangements of major proportion"**

Commercial publications distributed to the general public

**TYPE OF WORK: “Composition Major – Commercial publications distributed to the general public”**

Published recordings of an original work/arrangement distributed to the general public

**TYPE OF WORK: “Composition Major – Published recordings of an original work/arrangement distributed to the general public”**

Composer-in-Residence

**TYPE OF WORK: “Composition Major – Composer-in-Residence”**

## CONDUCTING

Conducting regular university ensembles that exhibit exceptional activity (including premieres, performances with soloists that demand a high degree of interaction between soloist and ensemble)

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting**

The **TYPE OF WORK** field sorts activities according to the type of conducting activity (publication, performance, etc.).

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

Conducting regular university ensembles at off-campus performances, such as invited appearances of a prestigious nature

**TYPE OF WORK: “Conducting Major – Regular University ensembles at off-campus performances, such as invited appearances of a prestigious nature”**

Published recordings distributed to the general public

**TYPE OF WORK: “Conducting Major – Published recordings distributed to the general public”**

Invited appearances (professional ensembles, other collegiate academic institutions, all-state festivals, professional music societies)

**TYPE OF WORK: “Conducting Major – Invited appearances, professional music ensembles, other collegiate academic institutions, all-state festivals, professional music societies”**

Conducting Artist-in-Residence

**TYPE OF WORK: “Conducting Major – Conducting Artist-in-Residence”**

## **PERFORMANCE**

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting**

The **TYPE OF WORK** field sorts activities according to the type of conducting activity (publication, performance, etc.).

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

Solo performances with a large ensemble or leading role in a vocal production

**TYPE OF WORK: “Performance Major – Solo with a large ensemble or leading role in a vocal production”**

Soloist

**TYPE OF WORK: Type of Work of “Performance Major – Soloist”**

Performances as a member of an established professional small ensemble in a university setting or as part of a professional ensemble

**TYPE OF WORK: "Performance Major – As a member of an established professional small ensemble in a university setting or as part of a professional ensemble"**

Concerts as a member/participant of a large professional ensemble or orchestra

**TYPE OF WORK: "Performance Major – As a member/participant of a large professional ensemble or orchestra"**

Performances at a professional music symposium, conference, or institute

**TYPE OF WORK: "Performance Major – At a professional music symposium, conference, or institute"**

Published recordings distributed to the general public

**TYPE OF WORK: "Performance Major – Published recordings distributed to the general public"**

Performing Artist-in-Residence

**TYPE OF WORK: "Performance Major – Performing Artist-in-Residence"**

## **MAJOR SCHOLARLY RESEARCH**

Publications

Where in PRO: **Publications**

Publications must have either a **Year Published** or a **Current Publication Status** that is other than "Published". **Major or Minor** field set to "Major". The **Publication Type** field sorts activities according to the type of publication.

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

Books, monographs, textbooks, book chapters or work in electronic media of substantial significance and scope

**Publication Type:** “Book,” “Textbook,” “Monograph,” “Chapter,” “Electronic,” “Conference,” “Research Report” or “Manuscript,” [Not “Book Review” or “Journal Article Review”]

Substantial scholarly editions of extant music

**Publication Type:** “Substantial, scholarly paper or lecture presented for a professional society or other entity”

Scholarly articles published in a journal

**Publication Type:** “Journal Article” or “Journal Issue”

Lengthy, scholarly articles based on original research written for a music dictionary or encyclopedia

**Publication Type:** “Dictionary” or “Encyclopedia”

Major Presentations, Papers, or Lectures

Substantial, scholarly papers or lectures presented for a professional society or other entity

Where in PRO: **Presentations**

- **Major or Minor** set to “Major”
- **Presentation Category** of “Substantial, scholarly papers or lectures presented for a professional society or other entity.”

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

Substantial, invited papers or lectures presented for a professional society or other entity

Where in PRO: **Presentations**

- **Major or Minor** set to “Major”
- **Presentation Category** of “Substantial, invited paper or lecture presented for a professional society or other entity.”

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

## OTHER MAJOR RESEARCH/SCHOLARLY/CREATIVE ACTIVITY

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting** with **Type of Work** set to “Other Major Work.”

Manage Activities > Research/Scholarly/Creative Activity > Artistic Works, Residencies, Composition, Performances/Conducting

Where in PRO: **Publications** with **Current Publication Status** other than “Published” or with a **Published Date**, and with **Major or Minor** set to “Major.”

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

Where in PRO: **Presentations** with **Major or Minor** set to “Major”

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

## RESEARCH FUNDING/FELLOWSHIPS

Where in PRO: **Contracts, Grants, Fellowships, and Other Funded Activity**

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

## MINOR RESEARCH/SCHOLARLY/CREATIVE ACTIVITY

### COMPOSITION

Original musical works or arrangements of smaller proportion or of lesser difficulty

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting** with **Type of Work** of “Composition Minor – Original musical works or arrangements of smaller proportion or of lesser difficulty.”

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

Original incidental music of smaller proportion or writing an arrangement for a local university event

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting** with **Type of Work** of “Composition Minor – Original incidental music of smaller proportion or writing an arrangement for a local university event.”

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

## CONDUCTING

Performances as guest conductor with public school groups and regional music festivals

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting** with **Type of Work** of “Conducting Minor – Performances as guest conductor with public school groups and regional music festivals.”

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

Lesser performances with university ensembles at local and regional off-campus events

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting** with **Type of Work** of “Conducting Minor – Lesser performances with university ensembles at local and regional off-campus events.”

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

Local recitals with other faculty members, such as conducting a large chamber work

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting** with **Type of Work** of “Conducting Minor – Local recitals with other faculty members, such as conducting a large chamber work.”

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

## Minor Non-Professional Ensemble Conducting

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting** with **Type of Work** of “Conducting Minor – Non-professional ensemble conducting.”

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

## Minor published recordings conducted

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting** with **Type of Work** of “Conducting Minor – Published recording conducted.”

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

## PERFORMANCE

### Performances as a member of an adhoc ensemble

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting** with **Type of Work** of “Performance Minor – As a member of an adhoc ensemble.”

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

### Minor roles in a vocal production

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting** with **Type of Work** of “Performance Minor – Minor roles in a vocal production.”

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

## Performances as assisting artist in a recital

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting** with **Type of Work** of “Performance Minor – As assisting artist in a recital.”

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

## Solo performances or collaborative performances in an informal setting

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting** with **Type of Work** of “Performance Minor – Solo or collaborative performances in an informal setting.”

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

## Performances as a member of a community or semi-professional ensemble

Where in PRO: **Artistic Works, Residencies, Compositions, Performances/Conducting** with **Type of Work** of “Performance Minor – As a member of a community or semi-professional ensemble.”

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

## MINOR SCHOLARLY RESEARCH

### Publications

Brief monographs, textbooks, or works in electronic media

#### Where in PRO: **Publications**

Must have either a **Year Published** or a **Current Publication Status** that is other than “Published”. **Major or Minor** field set to “Minor” or blank. The **Publication Type** set to “Book,” “Textbook,” “Chapter,” “Monograph,” “Web Publishing,” “Newsletter” or “Manuscript” but not “Review.”

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

Scholarly or performing editions of relatively brief composition

#### Where in PRO: **Publications**

Must have either a **Year Published** or a **Current Publication Status** that is other than “Published”. **Major or Minor** field set to “Minor” or blank. The **Publication Type** set to “Music Scholarly or Performance Editions of a Composition.”

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

Articles on a less substantial topic, published in a magazine or regional journal; brief articles based on widely available material

#### Where in PRO: **Publications**

Must have either a **Year Published** or a **Current Publication Status** that is other than “Published”. **Major or Minor** field set to “Minor” or blank. The **Publication Type** set to “Journal Article,” “Magazine,” “Journal Issue,” “Dictionary/Encyclopedia Article,” “Regular Column in Journal or Newspaper” but not the substring “Review.”

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

Review of a book, editions of music, or work in electronic media

Where in PRO: **Publications**

Must have either a **Year Published** or a **Current Publication Status** that is other than “Published”.  
**Major or Minor** field set to “Minor” or blank. The **Publication Type** set to “Review.”

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

Minor Presentations, Papers, or Lectures

Papers or lectures of lesser significance, state or regional meeting

Where in PRO: **Presentations**

- **Major or Minor** set to “Minor”
- **Presentation Category** of “Paper of lecture of lesser significance, state or regional meeting.”

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

Other papers or lectures of lesser importance

Where in PRO: **Presentations**

- **Major or Minor** set to “Minor”
- **Presentation Category** of “Other paper or lecture of lesser importance.”

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

## OTHER MINOR RESEARCH/SCHOLARLY/CREATIVE ACTIVITY

Where in PRO: **Artistic Works, Residencies, Compositions, Performance/Conducting** with **Type of Work** of “Other Minor Work.”

Manage Activities > Research/Scholarly/Creative Activity > [Artistic Works, Residencies, Compositions, Performances/Conducting](#)

Where in PRO: **Publications** for records not already displayed, with either **Current Publication Status** other than “Published” or **Published Date**, and **Major or Minor** set to “Minor” or blank.

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

Where in PRO: **Presentations** for records not already displayed and **Major or Minor** set to “Minor” or blank.

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

## HONORS/AWARDS/HONOR SOCIETIES

Where in PRO: **Awards and Honors, Honor Societies**

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

## SERVICE - UNIVERSITY, PROFESSIONAL, AND PUBLIC

Service Description (Statement)

Where in PRO: **Personal Information, Teaching/Research Statements, BIO**

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

## University Service

Where in PRO: **University** with **Position/Role** that is *not* “Student Recruiter,” “Workshop Organizer” or “Institute Organizer.”

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

## School Service

Where in PRO: **School/College** with **Position/Role** that is *not* “Student Recruiter,” “Workshop Organizer” or “Institute Organizer.”

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

## Department Service

Where in PRO: **Department** with **Position/Role** that is *not* “Student Recruiter,” “Workshop Organizer” or “Institute Organizer.”

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

## Service Performances

Where in PRO: **Artistic Works - Service**

Manage Activities > Other Service/Professional Development > [Artistic Works - Service](#)

## Service Publications

Where in PRO: **Publications - Service**

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

Service presentations, pedagogical workshops, and clinics

Where in PRO: **Presentations - Service**

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

Academic Student Advising

Where in PRO: **Academic Advising Summary**

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

Professional Organizations

Elective or appointive leadership

Where in PRO: **Professional Service/Leadership/Development**

- **Were you elected or appointed?** set to “elected” or “appointed”
- **Position/Role** set to “Officer,” “Board of Directors,” “Chair,” “President,” “Vice President,” “President-Elect,” “Past President,” “Secretary,” “Treasurer” or “Secretary-Treasurer” but not “Workshop Organizer” or “Institute Organizer.”

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

Attendance at professional meetings or other active participation

Where in PRO: **Professional Service/Leadership/Development** with **Position/Role** of “Attendee, Meeting,” “Member,” “Session Chair,” Track Organizer,” “Conference-Related” or “Organization of Conferences” but not “Workshop Organizer” or “Institute Organizer.”

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

## Editorial Boards

Where in PRO: **Professional Service/Leadership/Development** with **Position/Role** of “Editorial Review Board Member” or “Editorial Board Member.”

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

## Workshop or institute organizer

Where in PRO: **School/College** with **Position/Role** of “Workshop Organizer” or “Institute Organizer.”

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

Where in PRO: **Professional Service/Leadership/Development** with **Position/Role** of “Workshop Organizer.”

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

## Adjudication

Where in PRO: **Professional Service/Leadership/Development** with **Position/Role** of “Adjudication.”

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

## Consulting

Where in PRO: **Consulting**

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

## External or International Connections and Collaborations

Where in PRO: **External or International Connections and Collaborations**

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

## Other use of professional expertise in a service capacity

Your other use of professional expertise in a service capacity populates as follows:

From the **Professional Service/Leadership/Development** screen for records not already displayed.

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

From the **Public Service** screen for records not already displayed.

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

## KU recruitment activities

Your KU recruitment activities populate as follows:

From the **University** screen for records with a Position/Role of “Student Recruiter” and with Organization where employed at time of service set to “University of Kansas.”

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

From the **School/College** screen for records with a Position/Role of “Student Recruiter” and with Organization where employed at time of service set to “University of Kansas.”

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

From the **Department** screen for records with a Position/Role of “Student Recruiter” and with Organization where employed at time of service set to “University of Kansas.”

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

## REVIEWS

Where in PRO: **Reviews/Media Coverage/Publications Citations Count** with **Review Type** *not* set to “Media Coverage.”

Manage Activities > Research/Scholarly/Creative Activity > [Reviews/Media Coverage/Publication Citations Count](#)

## MEDIA COVERAGE

Where in PRO: **Reviews/Media Coverage/Publications Citations Count** with **Review Type** set to “Media Coverage.”

Manage Activities > Research/Scholarly/Creative Activity > [Reviews/Media Coverage/Publication Citations Count](#)

**OTHER NARRATIVE** (Open for faculty to include other things documenting their productivity, i.e. - reviews, etc.)

Where in PRO: **Other Activity**

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > [Other Activity \(Languages/Narratives\)](#)

## Activity Currently in Progress

Where in PRO: **Activity Currently in Progress**

Manage Activities > Research/Scholarly/Creative Activity > [Activity Currently in Progress](#)

## Annual Report Summary

### Teaching

In 500 words or less, discuss what you consider to be your most important achievements in teaching and their impact on the School of Music, the University of Kansas.

Where in PRO: **Annual Report Summary**

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > [Annual Report Summary \(Narratives\)](#)

### Research

In 500 words or less, discuss what you consider to be your most important achievements in research and their impact on the School of Music, the University of Kansas, and/or the discipline of Music.

Where in PRO: **Annual Report Summary**

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > [Annual Report Summary \(Narratives\)](#)

### Service

In 500 words or less, discuss what you consider to be your most important achievements in service and their impact on the School of Music, the University of Kansas, and/or the discipline of Music.

Where in PRO: **Annual Report Summary**

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > [Annual Report Summary \(Narratives\)](#)