

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 EPSY 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 EPSY 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

Appendix E.
School of Education

FACULTY ANNUAL REPORT

JANUARY 1, TO DECEMBER 31, [Report End Year]

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](#)

DEPARTMENT:

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](#).)

ACADEMIC RANK:

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

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

PERCENT ACADEMIC APPOINTMENT:

DEPARTMENT:

OTHER APPOINTMENT:

SALARY STATUS:

PERCENT STATE:

CALENDAR YEAR STATUS:

REGULAR APPOINTMENT:

LEAVE WITHOUT PAY:

SABBATICAL:

INSTRUCTION

I. Instructional Activities

A. Courses

Individual Study

Graduate	No. of Students
From the Courses Taught screen with <u>Delivery Mode</u> set to “Independent Study,” “Individual Research” or “Thesis/Dissertation.” Manage Activities > Teaching > Courses Taught	

Undergraduate	No. of Students
From the Courses Taught screen with <u>Delivery Mode</u> set to “Independent Study,” “Individual Research” or “Thesis/Dissertation.” Manage Activities > Teaching > Courses Taught	

Supervision

Practicum	No. of Students
From the Courses Taught screen with <u>Course Name</u> that contains the text “Prac” but <i>not</i> the text “Practice.” Manage Activities > Teaching > Courses Taught	

Internship	No. of Students
From the Courses Taught screen with <u>Course Name</u> containing “Internship” or “Intrnshp,” and <u>Delivery Mode</u> set to “Field Studies.” Manage Activities > Teaching > Courses Taught	

Other	No. of Students
<p>From the Courses Taught screen for records not already displayed and with <u>Delivery</u> Mode set to “Field Studies.”</p> <p>Manage Activities > Teaching > Courses Taught</p>	

Graduate Courses

<p>From the Courses Taught screen.</p> <p>Manage Activities > Teaching > Courses Taught</p>
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Fall Year	Cr. Hr.	No. of Students

Spring Year	Cr. Hr.	No. of Students

Summer Year	Cr. Hr.	No. of Students

Undergraduate Courses

<p>From the Courses Taught screen.</p> <p>Manage Activities > Teaching > Courses Taught</p>
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Fall Year	Cr. Hr.	No. of Students

Spring Year	Cr. Hr.	No. of Students

Summer Year	Cr. Hr.	No. of Students

B. Instructional Contact Hours

Report the average number of teaching/advising hour spent with students per week.

From the **Academic Advising Summary** screen.

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

II. Instructional Evaluation

A. Student Evaluations

Course	No. Enrolled	No. Submitted	Rating
Fall			
Spring			
Summer			

B. Peer Evaluations: Evaluations completed by colleagues, program graduates or others

Course

C. Evaluation of Advising: Attach evaluations, if available.

D. Evaluation of Inservice Instruction: Attach evaluations

III. Instructional Committees Roles

A. Doctoral Chairing Responsibilities

Students completing the degree

From the **Directed Student Learning** screen with Stage of Completion set to “completed.”

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

Students in process

From the **Directed Student Learning** screen with Stage of Completion set to “in-process,” “proposal,” “incomplete” or “withdrew.”

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

B. Member of Doctoral Committee

Students completing the degree

From the **Directed Student Learning** screen with Stage of Completion set to “completed.”

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

Students in process

From the **Directed Student Learning** screen with Stage of Completion set to “in-process,” “proposal,” “incomplete” or “withdrew.”

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

C. Specialist Level

Students completing the degree for whom you served as chair

From the **Directed Student Learning** screen with Stage of Completion set to “completed” and Committee/Activity Type containing “Specialist (Ed.S.).”

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

Students in process

From the **Directed Student Learning** screen with Stage of Completion set to “in-process,” “proposal,” “incomplete” or “withdrew” and Committee/Activity Type containing “Specialist (Ed.S.).”

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

D. Masters Level

Students completing the degree for whom you served as chair

From the **Directed Student Learning** screen with Stage of Completion set to “completed.”

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

Chairing responsibilities in progress

From the **Directed Student Learning** screen with Stage of Completion set to “in-process,” “proposal,” “incomplete” or “withdrew.”

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

Masters committees on which you served

From the **Directed Student Learning** screen.

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

E. Graduate Level Certification/Endorsement

1. Number completed as advisor

From the **Directed Student Learning** screen with Stage of Completion set to “completed” and Committee/Activity Type set to “Directed Graduate Level Certification/Endorsement.”

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

2. Number continuing as advisor

From the **Directed Student Learning** screen with Stage of Completion *not* set to “completed” and Committee/Activity Type set to “Directed Graduate Level Certification/Endorsement.”

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

IV. Instructional Awards/Recognitions

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

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

V. Describe New or Revised Approaches to Instruction

SCHOLARSHIP

I. Print Products

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

Articles (Refereed)

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

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

Articles (Nonrefereed)

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

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

Books

From the **Publications** screen with Publication Type set to “Books” or “Handbooks” but not containing “Chapter” or “Review.”

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

Chapters

From the **Publications** screen with Publication Type set to “Books, Chapters” or “Book Chapters.”

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

Monographs

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

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

Book Reviews

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

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

Technology Based Products

From the **Publications** screen with Publication Type set to “Software” or “Web/Online.”

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

Films/Videos

From the **Publications** screen with Publication Type set to “Media/Multimedia.”

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

Peer Reviewed Performances

Other

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

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

II. External Scholarly Project (asterisk all projects or grants that were funded)

A. Research

Research Funding/Fellowships

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen for records with a Purpose of “Research” or with Fulbright or Fellowship? completed.

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

B. Training

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen for records with a Purpose of “Training.”

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

C. Demonstration

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen for records with a 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 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 (asterisk all projects that were funded)

From the **Contracts, Grants, Fellowships, and Other Funded Activity** screen for records not already included in the other sections.

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

V. Presentations/Lectures (asterisk all presentations/lectures that were selected through competitive review). Indicate if a paper is available.

Presentations/Lectures must have a Start Date and/or End Date to appear on this report.

A. International

From the **Presentations** screen with Scope of “International.”

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

B. National

From the **Presentations** screen with Scope of “National.”

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

C. Regional

From the **Presentations** screen with Scope of “Regional.”

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

D. State/Local

From the **Presentations** screen with Scope of “State” or “Local.”

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

VI. Scholarly Consultations

Consulting

From the **Consulting** screen.

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

VII. Scholarly Awards/Recognition

From the **Awards and Honors, Honor Societies** screen with Purpose set to "Scholarship/Research."

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

VIII. Describe Scholarly Activities not included above

Activity Currently In Progress:

From the **Activity Currently in Progress** screen.

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

SERVICE

I. Committee Activities *(indicate if you were Chair)*

A. University

From the **University** screen.

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

B. School

From the **School/College** screen.

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

C. Department

From the **Department** screen.

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

D. Other

II. Administrative Assignments

A. University

B. School

From the **Administrative Assignments** screen.

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

C. Department

D. Other

III. Professional Activities

A. Professional Organizations

Offices Held

From the **Professional Service/Leadership/Development** screen with Position/Role set to “President,” “Secretary,” “Treasurer,” “Officer,” “Past President,” “President-Elect,” “Vice President” or “CEO.”

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

Committee Assignments

From the **Professional Service/Leadership/Development** screen with Position/Role set to “Committee,” “Member” or “Chair.”

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

B. School Districts

C. Agencies

IV. Editorial/Review Activities

A. Journal Editor

From the **Professional Service/Leadership/Development** screen with Position/Role set to “Editor, Journal.”

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

B. Journal Reviewer

From the **Professional Service/Leadership/Development** screen with Position/Role set to “Reviewer, Ad Hoc,” “Reviewer, Journal” or “Reviewer, Journal Article.”

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

C. Manuscript Reviewer for Publisher

From the **Professional Service/Leadership/Development** screen with Position/Role set to “Reviewer, Manuscript” or “Reviewer, Textbook.”

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

D. Grant Reviewer/Panel Member

1. Federal

From the **Professional Service/Leadership/Development** screen with Position/Role set to “Reviewer of Research Proposals,” “Reviewer, Grant Proposal” or “Reviewer, Proposal.”

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

2. State

3. University

4. Foundation

5. Other

E. Presentation Reviewer for Conference

From the **Professional Service/Leadership/Development** screen with Position/Role set to “Reviewer, Conference Paper.”

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

V. Service Awards/Recognition

From the **Awards and Honors, Honor Societies** screen with Purpose set to “Service” or “Leadership.”

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

VI. Describe Service Activities Not Included Above

GENERAL COMMENTS

Describe additional factors that are important to the role of instruction, scholarship, and service that should be considered in the annual review.