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:

1. Click Run Reports on the left side menu.
2. Select the annual report from the drop-down menu.
3. Set the Start/End Date ranges.
4. Select the citation style.
5. Set the File Format to Microsoft Word.
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.

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**

<table>
<thead>
<tr>
<th>Graduate</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From the **Courses Taught** screen with Delivery Mode set to “Independent Study,” “Individual Research” or “Thesis/Dissertation.”

Manage Activities > Teaching > Courses Taught

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From the **Courses Taught** screen with Delivery Mode set to “Independent Study,” “Individual Research” or “Thesis/Dissertation.”

Manage Activities > Teaching > Courses Taught

**Supervision**

<table>
<thead>
<tr>
<th>Practicum</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From the **Courses Taught** screen with Course Name that contains the text “Prac” but not the text “Practice.”

Manage Activities > Teaching > Courses Taught

<table>
<thead>
<tr>
<th>Internship</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From the **Courses Taught** screen with Course Name containing “Internship” or “Internshp,” and Delivery Mode set to “Field Studies.”

Manage Activities > Teaching > Courses Taught
<table>
<thead>
<tr>
<th>Other</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From the **Courses Taught** screen for records not already displayed and with **Delivery** Mode set to “Field Studies.”

Manage Activities > Teaching > **Courses Taught**

### Graduate Courses

From the **Courses Taught** screen.

Manage Activities > Teaching > **Courses Taught**

<table>
<thead>
<tr>
<th>Fall Year</th>
<th>Cr. Hr.</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Year</th>
<th>Cr. Hr.</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Year</th>
<th>Cr. Hr.</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Undergraduate Courses

From the **Courses Taught** screen.

Manage Activities > Teaching > **Courses Taught**

<table>
<thead>
<tr>
<th>Fall Year</th>
<th>Cr. Hr.</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Year</th>
<th>Cr. Hr.</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Year</th>
<th>Cr. Hr.</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Course</th>
<th>No. Enrolled</th>
<th>No. Submitted</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Publications must have a Current Publication Status of “Published” and a Publication Date to appear on this report.</th>
</tr>
</thead>
</table>

**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**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Screen Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting</td>
<td>Manage Activities &gt; Other Service/Professional Development &gt; Consulting</td>
</tr>
</tbody>
</table>

### VII. Scholarly Awards/Recognition

**Awards and Honors, Honor Societies** screen with **Purpose** set to “Scholarship/Research.”

<table>
<thead>
<tr>
<th>Activity</th>
<th>Screen Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards and Honors, Honor Societies</td>
<td>Manage Activities &gt; General Information &gt; Awards and Honors, Honor Societies</td>
</tr>
</tbody>
</table>

### VIII. Describe Scholarly Activities not included above

**Activity Currently In Progress:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Screen Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Currently in Progress</td>
<td>Manage Activities &gt; Research/Scholarly/Creative Activity &gt; Activity Currently in Progress</td>
</tr>
</tbody>
</table>
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.