

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 in PRO. A red arrow points to the 'Run Reports' menu item. The interface includes a 'Run Report' button in the top right corner. The main form is divided into sections: 'Report', 'Date Range', 'Report Options', and 'File Format'. Each section has a numbered callout explaining the steps to follow.

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 Social Welfare 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

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

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

Annual Report Summary

[Report Run Date]

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.

Merit is awarded for teaching, scholarship, service, funded research and other, as defined below per calendar year. Faculty receive merit pay on up to 28 points per year. Please see Faculty Workload document for more information.

TEACHING:

- Merit points are tied to student C&I scores as follows:
 - Three merit points will be awarded for each course taught if the faculty member's average of questions 3 & 4 on the C&I scores is 4 or above.
 - If the average of questions 3 & 4 on the C&I scores is 4.75 or above, the faculty member will earn one additional merit point for that course.
 - If the average of questions 3 & 4 on the C&I scores for a course is between 3.0 and 4.0, the faculty member will receive 1.75 points for that course.
 - If the average of questions 3 & 4 on the C & I scores for a course is below 3.0, the faculty will receive 1.0 point.
- Preparation of each course taught for first time = 1 point per course.
- Faculty receive 3 points for each course buy out or release.
- Doctoral activities (All points awarded in year of completion only).
 - Chair, dissertation committee = 2 points;
 - Methodologist on dissertation committee = 2 points;
 - Chair of Qualifying Committee = 2 points
 - Members of qualifying committee = 1 point;
 - Member of dissertation committee (whether inside or outside the School) = 1 point.
- Mentoring of Pre-Tenured Faculty, Adjuncts, and GTAs: Faculty will receive 1 merit point for every 3 mentoring assignments completed per year.
 - Mentoring of GRAs, undergraduate research scholars, and MSW research scholars will receive 1 merit point for every 3 students mentored per year.

Table 1.

Course Number and Title	Semester/Year	Number Enrolled	Campus/Online

From the **Courses Taught** screen.

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

Please provide this information about your courses for the calendar year Report End Year.

Table 1.

Course Number and Title	Blended Course?	Preparation for new Course?	New format for existing course?

From the **Courses Taught** screen.

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

Please note any innovations/special contributions in classroom teaching:

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

Manage Activities > Annual Review Submissions > SW Annual Report Summary Screen

Dissertation Committee Chair

From the **Directed Student Learning** screen with Position/Role set to "Chair" and Stage of Completion set to "completed."

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

Dissertation Committee Methodologist

From the **Directed Student Learning** screen with Position/Role set to “Methodologist” and Stage of Completion to “completed.”

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

Ph.D. Qualifying Committee Chair

From the **Directed Student Learning** screen with Position/Role set to “Chair” and Stage of Completion to “completed.”

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

Ph.D. Qualifying Committee Member

From the **Directed Student Learning** screen with Position/Role set to “Member” and Stage of Completion set to “completed.”

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

Dissertation Committee Member

From the **Directed Student Learning** screen with Position/Role set to “Member” and Stage of Completion set to “completed.”

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

Dissertation or Qualifying Committee Other

From the **Directed Student Learning** screen with Committee/Activity Type set to “Dissertation Committee” or “PhD. Qualifying Committee” and Stage of Completion set to “completed.”

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

SCHOLARSHIP:

- Article in refereed journal, counted only once in year of acceptance = 2 points.
- Book chapter, counted in year publisher accepts final manuscript = 2 points. Book (published by scholarly publishing company), counted in year of publisher acceptance of final manuscript = 4 points. Note: Faculty who write book chapters in books they also edit receive 4 points for the book, 0 points for the chapters; i.e., cannot receive credit for both the book and the chapters.
- Pre-approved projects (see workload document) not linked to course buyout or release = 2 points.
- Buy-out or release of second unit = 2 points.
Monograph (not published nor distributed by KU School of Social Welfare; maximum 2/year) = 1 point.

Publications - Book Chapters, Books or Monographs, Refereed Journal Articles

From the **Publications** screen with Current Publication Status of “Accepted/In Press” or “Published”. Journal Articles and Journal Issues must have Peer-reviewed/refereed set to “Yes”. Books must have a Current Publication Status of “Published”. Monographs must have a Current Publication Status of “Unpublished”.

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

All Other Publications

From the **Publications** screen.

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

SERVICE:

Maximum is 6 points – Unassigned service 5 points; assigned service 1 point

Subcategories of unassigned service are:

- School/University (each of the following earns 1 point. These points may be distributed across the following subcategories in any proportion).
 - School/University service activities include:
 - Membership on a School elected committee;
 - Membership on a program-level curriculum committee (BSW, MSW, PhD);
 - Membership on University committee and other bodies.
- Local/State/National/International (each of the following earns 1 point). These points may be distributed across the following subcategories in any proportion)
 - Local/State/National/International service activities include:
 - Local/state service;
 - National (national invited or refereed presentations, book reviews for professional journals, editorial boards for journals, etc.);
 - International (international invited or refereed presentations, etc.)
- Significant, exceptionally time consuming service.

Subcategories of Assigned service are:

- Professional advising.
- Special assignments made by the Dean.

Paid practice of any kind, be it direct service, consultation, teaching, speaking (except for a token honorarium) cannot be counted as service since, although it makes a professional contribution, it is already being rewarded through payment

- whereas the concept of service here includes personal donation or contribution.

University Service

From the **University** screen.

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

School Service

From the **School/College** screen

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

[Invited] Presentations/Lectures

From the **Presentations** screen.

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

Publications - Book Reviews

From the **Publications** screen with a Publication Type of “Book Reviews” and a Current Publication Status of “Accepted/In Press” or “Published.”

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

Professional Service

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

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

Other Professional Service: Consulting

From the **Consulting** screen with Compensated or Pro Bono set to “Pro Bono.”

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

Other Professional Service: 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](#)

Public Service

From the **Public Service** screen.

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

Service Publications

Your Service Publications populate from the **Publications - Service** screen.

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

Service Presentations

From the **Presentations - Service** screen.

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

Reviews/Media Coverage

From the **Reviews/Media Coverage/Publication Citations Count** screen with Review Type set to “Review” or “Media Coverage”.

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

FUNDED RESEARCH:

(adopted December 2008)

- Merit points for grants and contracts will be assigned in the following way:
 - 1 point for funding up to 25K
 - 1 point for funding over 25K and up to 50K
 - 1 point for funding over 50K and up to 100K
 - Above 100 K, 1 point for each additional 100K of funding

Research Funding/Fellowships

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

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

MERIT QUESTIONS

In what area(s) do you believe you are making your best contribution to the work of the School?

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

Manage Activities > Annual Review Submissions > SW Annual Report Summary Screen

Are there ways the School could help you to use your talents to accomplish its mission?

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

Manage Activities > Annual Review Submissions > SW Annual Report Summary Screen

If you performed administrative duties, please describe them.

From the **SW Annual Report Summary** screen.
Manage Activities > Annual Review Submissions > SW Annual Report Summary Screen

Please describe any significant time-consuming activities for this calendar year (add as many as needed)

From the **SW Annual Report Summary** screen.
Manage Activities > Annual Review Submissions > SW Annual Report Summary Screen

Other Information / comments

From the **SW Annual Report Summary** screen.
Manage Activities > Annual Review Submissions > SW Annual Report Summary Screen

SCORES

Publications Score

<i>Publication Type</i>	<i>Count</i>	<i>Points Total</i>
Peer-Journal Articles		
Book Chapters		
Books		
Monographs		
Total Points for Publications		

Research Funding Score

<i>Grant Title</i>	<i>Role</i>	<i>Amount</i>

School/University Service Activities Score

<u>Type</u>	<u>Points</u>
University Committee Membership	
School Committee Membership	
Total Points for School/Univ Service	

Local/State/Regional Service Score

<u>Type</u>	<u>Points</u>
Professional Service	
Public Service	
Service Publications	
Service Presentations	
Consulting	
Total Points for L/S/R Service	

National Service Score

<u>Type</u>	<u>Points</u>
Presentations	
Publications - Book Reviews	
Professional Service	
Public Service	
Service Publications	
Service Presentations	
Consulting	
Total Points for National Service	

International Service Score

<u>Type</u>	<u>Points</u>
Presentations	
Professional Service	
Public Service	
Service Publications	
Service Presentations	
Consulting	
Total Points for International Service	

Service Summary Score

<u>Type</u>	<u>Points</u>
Total School/Univ Service	
Total Local, State, Regional Service	
Total National Service	
Total International Service	
Exception Service Score	
Total Points for Service	

Doctoral Activities Score

<u>Type</u>	<u>Points</u>
Dissertation Committee Chair	
Dissertation Methodologist	
Ph.D. Qualifying Committee Chair	
Ph.D. Qualifying Committee Member	
Dissertation Committee Member	

Total Points for Doctoral Activities	
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FINAL SCORE SUMMARY AND TOTAL

Score Summary and Total	Points
Adjusted Teaching Score	
Manual Teaching Points	
Courses Taught for First Time Score	
High Adj. Teaching Score Point	
Enrollment Advisement Score	
Mentoring Score	
Publications Score	
Research Funding Score	
Service	
Doctoral Activities	
Course Buyout or Release	
Research Buyout or Release	
Assigned Service	
Administrative Duty	
Discretionary	
Adjustment	
Final Score	

Other:

- Dean’s discretion: 0-4 points per faculty member.
- Dean’s Incentive Point Pool
 The Dean has access to a separate pool of discretionary points created for the purposes of creating incentives and providing rewards to faculty that most effectively support the reputation and importance of the School to the University and the profession.
 - The number of points in this “incentive” pool of discretionary points is calculated at 1 point per tenure seeking or tenured faculty (e.g. if there are 25 faculty the available pool is $25 \times 1 = 25$ total merit points).
 - The points from this “incentive” pool are awarded at the Dean’s discretion.
 - The pool of “incentive” discretionary points is separate from the existing discretionary points that the Dean may award in accord with the merit policy.
 The creation of this new pool of “incentive” discretionary points will not change the maximum number of points that can be allocated for merit-based salary increases (i.e. 30)

SABBATICAL AND OTHER ACADEMIC LEAVE: CHANGES APPROVED BY FACULTY VOTE DECEMBER 9, 2005

In cases where a faculty member is on academic leave (sabbatical, Fulbright, Intra-University professorship, etc.), merit for teaching/advising during the period of leave will equal merit points awarded for teaching/advising during the equivalent period of the prior year. Points awarded for teaching/advising include points given in the prior year for buyout of teaching/advising. Merit for scholarship and service will be determined by actual work accomplished during the leave period. For faculty on phased retirement, merit is awarded for the classes taught and the actual work accomplished in

service and scholarship. When a faculty member is on non-academic leave, merit is given only for work actually produced in the areas of scholarship and service.