REMINDEERS

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 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.
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.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Semester/Year</th>
<th>Number Enrolled</th>
<th>Campus/Online</th>
</tr>
</thead>
</table>

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

Table 1.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Blended Course?</th>
<th>Preparation for new Course?</th>
<th>New format for existing course?</th>
</tr>
</thead>
</table>

Please note any innovations/special contributions in classroom teaching:

From the **Courses Taught** screen.

Manage Activities > Teaching > **Courses Taught**

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”.

All Other Publications

From the Publications screen.

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).
  - 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 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)**

School of Social Welfare Annual Report Summary
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

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**SCORES**

<table>
<thead>
<tr>
<th><strong>Publications Score</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Publication Type</strong></td>
</tr>
<tr>
<td>Peer-Journal Articles</td>
</tr>
<tr>
<td>Book Chapters</td>
</tr>
<tr>
<td>Books</td>
</tr>
<tr>
<td>Monographs</td>
</tr>
<tr>
<td><strong>Total Points for Publications</strong></td>
</tr>
</tbody>
</table>

**Research Funding Score**

<table>
<thead>
<tr>
<th><strong>Grant Title</strong></th>
<th><strong>Role</strong></th>
<th><strong>Amount</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**School/University Service Activities Score**

<table>
<thead>
<tr>
<th><strong>Type</strong></th>
<th><strong>Points</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>University Committee Membership</td>
<td></td>
</tr>
<tr>
<td>School Committee Membership</td>
<td></td>
</tr>
<tr>
<td><strong>Total Points for School/Univ Service</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Local/State/Regional Service Score**
## Type Points

Professional Service
Public Service
Service Publications
Service Presentations
Consulting

**Total Points for L/S/R Service**

## National Service Score

<table>
<thead>
<tr>
<th>Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentations</td>
<td></td>
</tr>
<tr>
<td>Publications - Book Reviews</td>
<td></td>
</tr>
<tr>
<td>Professional Service</td>
<td></td>
</tr>
<tr>
<td>Public Service</td>
<td></td>
</tr>
<tr>
<td>Service Publications</td>
<td></td>
</tr>
<tr>
<td>Service Presentations</td>
<td></td>
</tr>
<tr>
<td>Consulting</td>
<td></td>
</tr>
</tbody>
</table>

**Total Points for National Service**

## International Service Score

<table>
<thead>
<tr>
<th>Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentations</td>
<td></td>
</tr>
<tr>
<td>Professional Service</td>
<td></td>
</tr>
<tr>
<td>Public Service</td>
<td></td>
</tr>
<tr>
<td>Service Publications</td>
<td></td>
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<tr>
<td>Service Presentations</td>
<td></td>
</tr>
<tr>
<td>Consulting</td>
<td></td>
</tr>
</tbody>
</table>

**Total Points for International Service**

## Service Summary Score

<table>
<thead>
<tr>
<th>Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total School/Univ Service</td>
<td></td>
</tr>
<tr>
<td>Total Local, State, Regional Service</td>
<td></td>
</tr>
<tr>
<td>Total National Service</td>
<td></td>
</tr>
<tr>
<td>Total International Service</td>
<td></td>
</tr>
<tr>
<td>Exception Service Score</td>
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</tr>
</tbody>
</table>

**Total Points for Service**

## Doctoral Activities Score

<table>
<thead>
<tr>
<th>Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation Committee Chair</td>
<td></td>
</tr>
<tr>
<td>Dissertation Methodologist</td>
<td></td>
</tr>
<tr>
<td>Ph.D. Qualifying Committee Chair</td>
<td></td>
</tr>
<tr>
<td>Ph.D. Qualifying Committee Member</td>
<td></td>
</tr>
<tr>
<td>Dissertation Committee Member</td>
<td></td>
</tr>
</tbody>
</table>
School of Social Welfare Annual Report Summary

**Total Points for Doctoral Activities**

### FINAL SCORE SUMMARY AND TOTAL

<table>
<thead>
<tr>
<th>Score Summary and Total</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Teaching Score</td>
<td></td>
</tr>
<tr>
<td>Manual Teaching Points</td>
<td></td>
</tr>
<tr>
<td>Courses Taught for First Time Score</td>
<td></td>
</tr>
<tr>
<td>High Adj. Teaching Score Point</td>
<td></td>
</tr>
<tr>
<td>Enrollment Advisement Score</td>
<td></td>
</tr>
<tr>
<td>Mentoring Score</td>
<td></td>
</tr>
<tr>
<td>Publications Score</td>
<td></td>
</tr>
<tr>
<td>Research Funding Score</td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td></td>
</tr>
<tr>
<td>Doctoral Activities</td>
<td></td>
</tr>
<tr>
<td>Course Buyout or Release</td>
<td></td>
</tr>
<tr>
<td>Research Buyout or Release</td>
<td></td>
</tr>
<tr>
<td>Assigned Service</td>
<td></td>
</tr>
<tr>
<td>Administrative Duty</td>
<td></td>
</tr>
<tr>
<td>Discretionary</td>
<td></td>
</tr>
<tr>
<td>Adjustment</td>
<td></td>
</tr>
<tr>
<td><strong>Final Score</strong></td>
<td></td>
</tr>
</tbody>
</table>

**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 x 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.