

URBAN PLANNING ANNUAL REPORTS

The document PRO produces for you is only a first draft of what you will need to submit. You will have to fill in any areas in **BLUE FONT** directly into the Microsoft Word document before saving and submitting to your department.

To generate an Annual Report in PRO:

The screenshot shows the 'Run Reports' interface with the following steps:

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 Urban Planning annual report template.

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

THE UNIVERSITY OF KANSAS/LAWRENCE, KANSAS 66045

INSTRUCTION FOR FACULTY AND ACADEMIC STAFF ANNUAL REPORT

This report may be used to gather information for the annual evaluation of performance at the departmental or school level or for other appropriate purposes as determined by the school or department.

New faculty and academic staff members are requested to furnish data for their entire career as an initial report. Please omit Section I entirely.

I. STATEMENTS RELATIVE TO TEACHING ACTIVITIES OR OTHER MAJOR ASSIGNMENT

Please use this page for data and statements relative to your teaching or major assignment activities for the year. You are invited to report here on any new approaches used and to comment on your experiences during the period. For teaching activities, it is not necessary to list courses taught or numbers of students enrolled as this information is already a matter of record.

II. PUBLICATIONS AND CREATIVE WORK OR ARTISITC PERFORMANCES

Please list publications, exhibits, recitals, performances, and other creative scholarly presentations publishes or given during the period. Work in progress should be reported in Section III.

III. RESEARCH AND CREATIVE ACTIVITIES

If, during the period, you were involved in research or creative activities which are not reflected in your response to I and II, above, please describe those activities.

IV. PROFESSIONAL ORGANIZATIONS AND PUBLIC SERVICE

Please list the professional organizations of which you are a member, and record your activities in those organization for the year—meetings, attended, papers read, offices held. List honors that you have received and services performed for community, state, and nation.

V. ADMINISTRATIVE DUTIES, UNIVERSITY SERVICE, COMMITTEE WORK

Please list services to the University in addition to those of teaching and research. List any academic degrees received during the year.

VI. VITAL STATISICS, GENERAL COMMENTS

If you wish to do so, please record data which lists, enlarges, correct, or brings up to date your family history, e.g., changes in martial status, births, and names of children.

The “General Comments” section of this page is intended for general comments about, or constructive suggestions in reference to, the University. Your comments will be considered confidential and will not be placed in general faculty files. If you wish your comments to be held in confidence by the dean, director, or administrative official whom you wish to address, please write “confidential” on the top page and send it directly to the individual addressed under separate cover.

HEADER INFORMATION:

FACULTY AND ACADEMIC STAFF ANNUAL REPORT

Name:

This report is to cover the period

From _____ to _____

The period covered populates from the Date Range you select in the [Run Reports](#) feature.

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

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

Department: Urban Planning
School of Architecture, Design, and Planning
Date Submitted _____

I. STATEMENTS RELATIVE TO TEACHING OR OTHER MAJOR ASSIGNMENT ACTIVITIES

Dissertation/Thesis Supervision

From the **Directed Student Learning** screen.

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

Teaching Presentations (Guest Class Lectures)

From the **Presentations - Service** screen for records with Service Presentation Type set to "Guest Class Lecture" or "Guest Critique in Classroom."

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

Student Awards

From the **Student Group Awards** screen for records that are not included in the prior section.

Manage Activities > Teaching > [Student Group Awards \(e.g., competitions\)](#)

Experiential Learning

From the **Experiential Learning** screen.

Manage Activities > Teaching > [Experiential Learning](#)

Achievements of Distinction of Current/Former Students

From the **Achievements of Distinction of Current/Former Students** screen.

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

Comments on teaching experiences, including new approaches

II. PUBLICATIONS AND CREATIVE WORK

Please list below publications actually appearing in print and other scholarly or creative work presented to the public during this time period. Any publication or presentation omitted in lists previously submitted may be listed now in order that your record may be complete. The list should include articles, books, book reviews, editorial work, stories, poems, concerts, recitals, theatrical performances, exhibits, etc. (New staff members are requested to furnish such data for their entire career if this is the first annual report submitted.)

Publications

From the **Publications** screen.

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

[Invited] Presentations/Lectures

From the **Presentations** screen.

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

Field Research

From the **Field Research** screen.

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

Patents

From the **Patents and Copyrights** screen for records where Patent or Copyright is set to “Patent.”

Manage Activities > Research/Scholarly/Creative Activity > [Patents and Copyrights](#)

Copyrights

From the **Patents and Copyrights** screen for records where Patent or Copyright is set to “Copyright”

Manage Activities > Research/Scholarly/Creative Activity > [Patents and Copyrights](#)

III. RESEARCH AND CREATIVE ACTIVITIES (NOT REPORTED ABOVE)

List here information on (a) research in progress and (b) research in the planning stage.

- (a) In reporting activities in progress, please identify the sponsor of your project, if the work is being underwritten by non-University funds. In any case, indicate whether the research is “not funded” or whether it is being supported by the General Research Fund of the university.

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](#)

Media

From the **References to My Work/Interviews** screen for records where Is this an interview? is left blank.

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > [References to My Work/Interviews](#)

Interviews

From the **References to My Work/Interviews** screen for records where Is this an interview? is set to “Yes.”

Manage Activities > Other Teaching, Research/Scholarly/Creative, Service Activities > [References to My Work/Interviews](#)

Activity Currently in Progress

From the **Activity Currently in Progress** screen for records with a Record State Date.

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

- (b) In addition, please list specific areas of research interest for which you plan to develop projects later.

IV. PROFESSIONAL ORGANIZATIONS AND PUBLIC SERVICE

Professional Service

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

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

Professional Projects/Client Lists

From the **Professional Career Projects** screen.

Manage Activities > General Information > [Professional Career Projects](#)

Consulting

From the **Consulting** screen.

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

Public Service

From the **Public Service** screen.

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

Service Publications

From the **Publications - Service** screen.

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

Service Presentations

From the **Presentations - Service** screen for records with Service Presentation Type *NOT* marked “Guest Class Lecture” or “Guest Critique in Classroom.”

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

V. ADMINISTRATIVE DUTIES, UNIVERSITY SERVICE, COMMITTEE WORK

Please list services to the University in addition to those of teaching and research.

University Service

From the **University** screen.

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

School Service

From the **School/College** screen.

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

Department Service

From the **Department** screen.

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

List any academic degrees received during the year.

From the **Education** screen for records set with a Date Completed within the Annual Report's date range.

Manage Activities > General Information > Education

VI. VITAL STATISTICS, GENERAL COMMENTS

If you wish to do so, please record data which lists, enlarges, corrects, or brings up to date your family history, (e.g., changes in marital status, births, and names of children).

Honors/Awards/Honor Societies

From the **Awards and Honors, Honor Societies** screen.

Manage Activities > General Information > Awards and Honors, Honor Societies

General Comments

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