

FACULTY ACTIVITY REPORT

In conformance with the Faculty Handbook: (Chapter II, Section C, #1)

“Once a year all full-time faculty members will receive a Faculty Activity Report form which they should complete and return by the date stipulated on the form. The Faculty Activity Report provides administrators with information regarding the faculty member’s activities, achievements, summer duties, counseling, community projects, campus and committee involvement, public addresses, and son on, during the preceding academic year. Faculty members are urged to provide all the information requested in that such information is helpful in evaluating faculty members for purposes of salary increments, tenure, and promotion.”

Please refer to the Provost’s memo dated September 3, 2008. [Go>>](#)

FACULTY ACTIVITIES

I. TEACHING

A. Classroom instruction

Examples: classes, lectures, laboratories, field classes, seminars, multimedia instruction, group interaction, TV instruction.

B. Other instruction

May be regularly scheduled or non-recurring. Examples: individual lessons, tutorials, clinical instruction and fieldwork, consultation and advising students, consultation on research, thesis advising and supervision, independent studies, cocurricular activities.

C. Preparation for instructional activities and course administration

Faculty activity in preparation for A and B above. Examples: preparing for instructional activities, writing lectures, preparing demonstrations or laboratories, developing and grading instruments for measuring student progress (papers, exams, homework assignments).

D. Long-term activities in support of instruction

Examples: planning for new courses and curricula, developing applications for funding to support teaching and instructional activities, faculty development of new expertise, teaching methods and the use of technology.

E. Academic advising

II. SCHOLARSHIP

A. Research

1. Creating new knowledge

Examples: designing and conducting experiments, fieldwork, data analysis.
Integrating new knowledge into industry, community and culture.

2. Working with existing knowledge

Examples: library work, study, practice, synthesis or summary of existing knowledge, self-improvement activities (learning foreign language to study work in original language, learning new computer skills related to research and analysis).

3. Scholarly publications

Assembling, writing and publishing results of research and/or creative production.

4. Presentations of research

Lectures, seminars, workshops, etc. presented at professional meetings or in other public settings.

B. Creative Production

1. New works

Examples: Composition, playwriting, creating art, video, and multimedia.

2. Existing works

Examples: Performance of music and theater, design, directing plays

3. Performance and exhibition

Examples: On- or off-campus delivery of concerts, performances, exhibitions, recordings, broadcasts, and interactive media

4. Presentations about creative production

Examples: Lectures, seminars, workshops, etc. presented at professional meetings or in other public settings

C. Grant Writing and Administration

Development and submission of applications for funding, administration of funds, record keeping, supervision/mentoring, supervision of research staff.

III. Service

A. Service to students

Examples: Counseling students, working with student organizations, directing student programs.

B. Service to the University

Examples: Departmental, college and university service including but not limited to serving on search committees, promotion/tenure committees, curriculum and regulations committee or subcommittees, special task forces, University Senate or other faculty governance committees. Conducting music ensembles. Producing University Theater.

C. Service to the profession

Examples: Professional association committee work, holding office in professional society or organization, serving as discussant/reviewer/judge for presentations/exhibits/performances, editor for publications, external reviewer for grants competition, external reviewer for tenure and promotion cases.

D. Public outreach (community, regional, state, national, international)

Examples: Service related to professional expertise including activities such as service to public schools, participation in adult and continuing education activities, serving as advisor to groups in area of expertise.

E. Scholarly Service

Examples: Workshops and training sessions, providing communication and computer services, providing technical assistance to faculty, colleges and departments, private citizens and private organizations, assisting professional development of faculty, colleges and departments, private citizens and private organizations, preparation of technical reports.

IV. Administration

Examples: Includes all administrative responsibilities specifically assigned for departmental, center, college or university administration. Examples: department chair, assistant or associate dean, center director, program director.