

## Check List for Annual Report on Faculty Accomplishments

<b>TEACHING</b>	<b>Go to the Screen</b>	<b>Comments</b>
Goals and Objectives is an important part of the Annual Report on Faculty Accomplishments	Goals and Objectives	Your chairperson will populate this in Activity Insight; have you given a Word file about Goals and Objectives to your chair, who will upload this file in AI?
Information about the Courses that you have taught	Scheduled Teaching	We will upload in AI; check if the information is OK
Did you get release time for administrative duties, research, professional, or university service?	Release Time	
Were you a chair or member of thesis committee, scholarly project, or such activities?	Directed Student Learning	
Did you teach a non-credit course, or did guest teaching?	Non-Credit Instruction Taught	This information will not be in Scheduled Teaching
Did your student receive an award or was recognized by a professional organization or made a presentation at a regional/national meeting or published a paper?	Narratives for Annual Faculty Review	Enter your text in the box "Student Involvement and Success."
Did you take part in student recruitment activities for the department or college or university?	Narratives for Annual Faculty Review	There is no limit on the number of words or letters.
Did you receive funding or submit a grant about Curriculum and Student Learning?	Contracts, Fellowships, Grants and Sponsored Research	
Introduced pedagogical innovations in a course? Developed new teaching material in a course? Activities in a course that enhanced student learning?	Scheduled Teaching; you must also say "yes" for "new course prepared" and "new format for existing course"	Use this Screen for the course in which you have made enhancements or changes
Anything on teaching that is not captured above?	Narratives for Annual Faculty Review	Enter text in the box "Other Teaching Activities"
Did you advise undergraduate and/or graduate students?	Academic Advising	Check if some fields need to be populated
<b>RESEARCH/SCHOLARSHIP</b>	<b>Go to the Screen</b>	<b>Comments</b>
Did you publish an article, a book, book-chapter, report, instructional material, software, etc.?	Publications and Other Intellectual Contributions	Give as much information as you can; Year is important to capture this in the report

Did you publish/present a performance/exhibit/artistic activity and so on?	Artistic and Professional Performances and Exhibits	Give as much information as you can; Year is important to capture this in the report
Did you make a conference/panel/seminar/workshop/session presentation including demonstration, exhibit, performance, and creative work?	Presentations	Give as much information as you can; Year is important to capture this in the report
Did you attend a conference, seminar, workshop, tutorial, Con Ed program, etc. for professional development?	Faculty Development Activities Attended	This is ONLY for attendance
Grant Writing?	Contracts, Fellowships, Grants and Sponsored Research	Give as much information as you can; Year is important to capture this in the report
Grant Reviewing?	Professional Service	
Copyrights and Patents?	Intellectual Property	
Did you obtain a professional license or a new certification?	Licensures and Certifications	
Research in Progress?	Research Currently in Progress	
Any other research/scholarly activities?	Narratives for Annual Faculty Review	Enter text in "Other Scholarly Activities."
<b>SERVICE</b>	<b>Go to the Screen</b>	<b>Comments</b>
University/College service?	University Service and College Service	
Department service?	Department Service	
Community service?	Public Service	
Professional service?	Professional Service; Consulting; Media Contributions; External Connections and Partnerships	
Any other service activities?	Narratives for Annual Faculty Review	Enter text in "Other Service Activities."