Annual Activity Report Template

This template mirrors the outline of the OAA core dossier. It can be edited or modified by chairs to include other information as long as it covers the general categories below. Activities should be listed for the period Jan. 1 - Dec. 31, 2017. Faculty should omit categories for which there is no activity to report.

Teaching

1) Undergraduate, Graduate and Professional Courses taught
   a) List each course taught by semester, course number, title and number of credit hours, final course enrollment, and percent taught. If you were not solely responsible for a course, give a brief explanation of your role. Indicate whether evaluations (SEI/peer) were completed. List overall SEI for each course; attach SEI summaries.

2) Involvement in Graduate Exams, Theses, and Dissertations
   a) Graduate Students. List completed/current in each category.
      1. Doctoral Students (dissertation advisor, committee member)
      2. Doctoral Students (candidacy examination chair, committee member)
      3. Master’s Students Plan A (thesis advisor, committee member)
      4. Master’s Students Plan B (examination advisor, committee member)
   b) Noteworthy Accomplishments of Graduate Students (including post-degree employment, as appropriate)
   c) Undergraduate Honors Theses (director, reader)
   d) Undergraduate Research Supervised
   e) Noteworthy Accomplishments of Undergraduate Students
3) Involvement with Postdoctoral Scholars and Researchers

4) Extension and Continuing Education Instruction

5) Curriculum Development

6) Awards and Formal Recognition for Teaching

7) Evaluation of Teaching
   a) Provide SEIs and indicate whether peer review letters were obtained.

8) Other Academic Advising

Research

1) Books, Articles and Other Published Papers. If co-authored with students, indicate undergraduate students by underline, and graduate students by +.
   a) Books (other than edited volumes) and monographs
   b) Edited books
   c) Chapters in edited books
   d) Bulletins and technical reports
   e) Peer-reviewed journal articles
   f) Editor-reviewed journal articles
   g) Reviews (indicate whether peer reviewed)
   h) Abstracts and short entries
   i) Papers in proceedings
   j) Unpublished scholarly presentations
      i. Invited seminars and conference presentations
      ii. Other presentations
   k) Potential publications in review process

2) Creative Works
   a) Artwork (not listed in “f” below)
   b) Choreography
c) Collections
d) Compositions
e) Curated exhibits
f) Exhibited artwork
g) Invention disclosures, licenses and patents
h) Moving image
i) Multimedia/databases/websites
j) Radio and television
k) Recitals and performances
l) Recordings
m) Other creative works

3) Research Funding
   a) Funded research as principal investigator. Indicate dates, source and total
direct costs.
   b) Funded research as co-investigator. Indicate dates, source, your percent
contribution and share of total direct costs.
   c) Proposals for research funding pending/submitted but not funded
d) Funded training grants as principal investigator or equivalent
e) Proposals for training grants pending/submitted but not funded
f) Any other funding received for academic work

4) Awards and Formal Recognition for research, scholarly or creative work

Service
   1) Editorships or Service as Reviewer for journal, university presses, etc.
   2) Offices Held and other service to professional societies
   3) Consultation Activity (industry, education, government; include grant review
activities)
   4) Clinical Service
5) Other Professional/Public Service
   a) University
   b) Local
   c) National
   d) International

6) Administrative Service
   a) Department committees
   b) College or University committees
   c) Initiatives undertaken to enhance diversity
   d) Administrative positions held (e.g., Graduate Studies Chair, etc.)
   e) Service as a graduate faculty representative

7) Advising of Student Groups and Organizations

8) Mentoring Activities

9) Awards and Formal Recognition for Service

Other [optional category]

1) Anything else the chair should know?

2) Additional specific questions relevant to department or discipline. Examples of areas that might be included are initiatives undertaken to enhance diversity or inclusion or participation in student recruitment activities.