CLAS Annual Report Instructions

The following instructions are meant to be illustrative of the types of material that should be included in your annual report using the new Faculty Annual Report application in relation to the prior paper template provided. If you do not have information to report in a specific area, you can skip that section and it will not appear on your final report.

I. TEACHING ASSIGNMENT

Courses Tab
Courses are sourced from the SIS frozen file created each semester and will automatically populate into your report where you have been specified as the instructor on record.

Teaching Activities Tab
Improving Instruction, Learning or Course Administration, New Course Development, or Course Revision Sub Section
Also discuss any new courses you developed/created during this year [Indicate if approved for delivery by the appropriate committees; if not offered yet, indicate when it is planned to be initially offered] and any existing courses where you redesigned the pedagogy or curriculum.

Student Engagement (Research, Dissertation, Mentoring, etc.) Sub Section
In this section, provide numbers and details about the following suggested activities:
- Active thesis/dissertation committees where you served as first reader or chair
- Active thesis/dissertation committees where you served in a non-chair role
- Graduate students formally engaged in research with you as faculty mentor (excluding those as part of a class taught as part of your assignment) (provide names and title of research)
- Undergraduate senior theses (e.g., senior thesis, other capstone experiences excluding those as part of a class taught as part of your assignment) you have supervised
- Students taught (credits registered) individually in independent or directed studies (e.g., readings, research, etc.)
- Clinical, practicum, internship or students in cooperative and service learning programs formally assigned to and directed by you (excluding those as part of a class taught as part of your assignment)

II. SERVICE TO THE UNIVERSITY:

For the following activities, include activity type and name.

Service Tab
SERVICE-Department
- Departmental service Activities: (library committee, search and screen, advising student clubs, program assessment, PTR, etc.)
- Assessment projects or separate assignments for purpose of program evaluation undertaken (as distinct from individual courses)
- Institution-sanctioned professional development activities related to teaching efforts (e.g., attending conferences on General Education, participating in workshops on undergraduate research, participating in workshops offered by UCET, etc.)
SERVICE-Campus
- Campus service activities: (not including your home department or advising committees or advising sessions) [Activities related to institutional service (e.g., faculty senate, faculty committees at college or senate level, peer mentoring, academic programs in residence, recruiting efforts, student activity advisor, other student activity involvement)]
- Lectures/Presentations in the classes of IUSB colleagues this year (include dates, colleague, course, other details)

SERVICE-University
- University service activities (IU system)

SERVICE-Professional Organizations
- Professional Organization Memberships (indicate if new or continuing)
  - Include Organization(s) and Details
- Leadership positions you held in a professional association (e.g., elected officer, committee chairperson, conference chair)
  - Include Position and Association
- Other Professional Activities
  - Include Details
- Editorial positions (boards, editorships, etc.) held by you (professional publications)
  - Include Journal or Publication
- Activities related to recognized or visible service to your profession (e.g., service on a regional or national committee, service on a self-study visitation team for another institution, service on an expert panel)
  - Include Activity Type and Name/Description

SERVICE-Community
- Local community service activities
- Extension and outreach activities related to your field of expertise (other than formal presentations). Include Activity Type and Name/Description
- Invited Formal Presentations made in the local community as workshops, seminars, or meetings in your field of expertise. Include Title of Presentation; Meeting or Sponsor; Date(s) of Activity; Location
- Local community media-related activities related to your field of expertise (e.g., interviews). Include Activity Type and Media information

SERVICE-National/International
- National or international service activities (other than review activities)
- Service on doctoral or master’s degree committees off the IUSB campus. Include Institution Name and Details
- Active tenure cases where you served as an external reviewer. Include Number and Details
- Professional publication manuscript review activities. Include Journal or Publication or Publisher (with Number of Manuscripts Reviewed)
• Grant proposals formally reviewed by you related to your field of expertise. Include Granting Agency and Details
• National or international media-related activities related to your field of expertise (e.g., interviews). Include Activity Type and Media information

SERVICE-Other
• Service work not appearing elsewhere. Include Description and Details

III. ACADEMIC ADVISING

Include the following information if applicable and/or available

Teaching Activities Tab
Student Engagement (Research, Dissertation, Mentoring, etc.) Sub Section
• Headcount of undergraduate academic advisees formally assigned to you
• Headcount of graduate academic advisees formally assigned to you (excluding thesis/dissertation advisees)
• Headcount of students formally advised (drop-in or by appointment) by you (unique number of students)
• Total number of formal advising sessions (drop-in or by appointment) you had (not just unique number of students)
• Estimate of total amount of time these formal advising sessions involved
• Committee service related to advising. Include Committee Name and Details
• Advising sessions for new students (New Student Orientations; NSO) in which you participated (summer and during year; provide month and date of session: 2008 dates were January 3, May 19, June 22, July 13, July 27, August 17, August 22, December 12)
• Other Comments about Advising

IV. PROFESSIONAL ACTIVITIES

Professional Development and Meetings Tab
Panel Chair, Discussant or Attendee Sub Section
• Conferences Attended
  o Include Conference(s) and Details

V. HONORS RECEIVED

Honors Tab
Honors and Awards Sub Section
• Honors or Awards received
  o Include Description of Award or honor
• Other Recognition
  o Include Description of recognition

VI. GRANTS, FELLOWSHIPS, AWARDS

Grants Tab
• Some Awarded grants are sourced and will auto-populate from the IU Contracts and Grants system where you are specified as the Primary Investigator
• New external grants, contracts, and scholarly fellowships awarded
- Include Title of Grant; Granting Agency; Amount of Funding Awarded
- New internal grants, contracts, and scholarly fellowships awarded
  - Include Title of Grant; Granting Source/Type; Amount of Funding Awarded
- New external and internal grants, contracts, and scholarly fellowship proposals submitted
  - Include Title of Grant; Granting Agency; Amount of Funding Proposed
- Students who submitted for and/or received grant funding under your mentorship
  - Include Names and Details of Funding (funding agency, amount requested, funding decision)

**Honors Tab**

**Fellowships Sub Section**
- Continuing external and internal grants, contracts, and scholarly fellowships
  - Include Title of Grant; Granting Agency; Dates (start-end) of Granting Period;
    Amount of Funding Awarded (include annual funding amounts if applicable)

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**VII. PUBLICATIONS** *(Send a copy of this section and one copy or reprint of each publication to E. Zynda).*

Note: List activities that have occurred during the period of this report (i.e., calendar year 2007). Send one (1) copy of this section and one (1) copy or reprint of each publication to Erika Zynda in Academic Affairs (AI 248A). These copies will be used by the Vice Chancellor for Academic Affairs’ office and sent to the Library Archives. A PDF file of the publications, if available, would be appreciated. In your listings, provide URLs for any online works.

**Publications Tab**
- Single-author or joint-author books or monographs written by you and published by an academic or commercial press
  - Include Author(s); Title; Publisher; Page Numbers; Publication Date
- Books, collections, and monographs edited by you
  - Include Editor(s); Title; Publisher; Page Numbers; Publication Date
- Print or electronic refereed journal articles, book chapters, and creative works published
  - Include Author(s); Title; Journal or Publisher; Volume and Page Numbers; Publication Date
- Print or electronic non-refereed journal articles, book chapters, and creative works published
  - Include Author(s); Title; Journal or Publisher; Volume and Page Numbers; Publication Date
- Pre-publication Books, journal articles, and manuscripts reviewed and formally submitted by you
  - Include Author(s) of review; Title of review and/or reviewed manuscript; Journal or Publisher of the Review; Volume and Page Numbers of the Review; Publication Date of the Review
- Papers appearing in published (print or online) Proceedings of professional conferences
  - Include Author(s); Title; Editor(s) of Proceedings Volume; Publisher and/or Professional Organization; Page Numbers; Publication Date
- Faculty works in press (i.e., not yet appearing but accepted for publication and submitted to publishers; e.g., journal articles, books, etc.). Include Author(s); Title; Journal or Publisher; Date Accepted for Publication.
- Faculty works under review (i.e., submitted to editors/publishers and awaiting decisions but not yet accepted for publication; e.g., journal articles, books, etc.). Include Author(s); Title; Journal or Publisher; Date Submitted or Date of Submission of Last Revision.
- Students who have co-authored a journal article or book chapter with you as mentor
  o Include Names and Details of Publication
- Students who have solely authored a journal article or book chapter under your mentorship
  o Include Names and Details of Publication

VIII. SCHOLARLY WORK MADE PUBLIC: Presentations, Performances, Exhibitions, Invited Lectures, Conferences (please identify role --convener, organizer, panelist, invited participant)

Professional Development and Meetings Tab

Invited Papers and Talks Sub Section
- Invited presentations made
  o Include Title of Presentation; Role; Conference or Sponsor; Date(s) of Activity, Location
- Formal presentations made at state, regional, national, and international professional meetings
  o Include Title of Presentation; Role; Conference or Sponsor; Date(s) of Activity, Location
- Formal sessions at state, regional, national, and international professional meetings where you had a chair role or organizing function
  o Include Title of Session; Role/Function; Conference or Sponsor; Date(s) of Activity, Location
- Institution-sanctioned professional development activities related to scholarship (e.g., participating in a grant writing workshop, attending a training session to learn a new research tool or software application, enrolling in a statistics class, etc.)
- Students who have co-presented a paper at a professional meeting with you as mentor
  o Include Names and Details of Presentation (dates, name of meeting, title of paper)
- Students who have solely presented a paper at a professional meeting under your mentorship
  o Include Names and Details of Presentation (dates, name of meeting, title of paper)

Creative Activities Tab
- Juried shows, commissioned performances, creative readings, or competitive exhibitions by you or in which you participated
  o Include: Title and Nature of Activity; Role; Sponsor; Date(s) of Activity; Location
- Non-juried shows, commissioned performances, creative readings, or exhibitions by you or in which you participated
  o Include: Title and Nature of Activity; Role; Sponsor; Date(s) of Activity; Location
Publications Tab
TBD Sub Section
- Digital programs or development of applications and items for technology transfer (e.g., software development, web-based learning modules) designed by you related to your field of expertise
  - Include: Designer(s); Title or Description of Work; Availability, URL, etc.; Publication Date
- Provisional or issued patents registered to you
  - Include Title or Description of Work; Patent number
  - Include Title of Session/Experience; Skill/Knowledge Gained; Conference or Sponsor; Date(s) of Activity, Location

IX. COMMENTS: (i.e., Work in progress, grant applications or proposals pending, etc.)

Supplementary Comments Tab
- Describe the scholarship goals that you have for the coming year and how they fit into a longer range research plan. Comment on any obstacles or support issues that must be overcome if you are to realize your scholarship goals.
- Describe the progress that you have made in your scholarship program during the past year. Include:
- Describe work/goals planned for the coming year in areas of effort other than scholarship.

X. UNDERGRADUATE STUDENT RESEARCH ACTIVITIES:

Teaching Activities Tab
Student Engagement (Research, Dissertation, Mentoring, etc.) Sub Section
- Undergraduate students formally engaged in research with you as faculty mentor (excluding those as part of a class taught as part of your assignment) (provide names and title of research)