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Proposed Changes to the local Faculty Activity Report (date presented)

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SUGGESTED FACULTY ACTIVITY REPORT, March 15 through March 15

Please note that faculty members should feel free to provide further details within any pertinent category or at the end of this form. For example, they may want to provide numbers (of students, hours, or other items) and brief descriptions even when not specifically requested to do so.

1. TEACHING

- A. Courses (including special projects, directed readings, tutorials) taught during the **above period, including courses presently underway, but excluding courses previously reported**: state **catalog number and name of course, enrollment**, and student credit hours.
- B. Theses and dissertations (indicate whether major professor): state student's name, date completed (or **indicate whether** in progress)
- C. **Other forms of graduate supervision, such as special projects, oral and written examinations, etc.**
- D. Field studies and internships
- E. Off-campus or **Internet-based** courses
- F. **Independent study** courses: state course designation, the approximate number of lessons graded for each course, and syllabi written or revised (give details)
- G. **New instructional materials and innovative teaching methods, including new use of technology such as the Internet and multimedia**
- H. **New or redeveloped** courses **with brief descriptions**
- I. Teaching awards
- J. Student evaluation of teaching **not already available to chairperson and dean**

II. OTHER SERVICES TO STUDENTS

A. Undergraduates

Number of schedule-approving advising sessions; special help provided, including forms and letters of recommendation, other letters, special conferences, and services during pre-registration and regular student registration

B. Graduate students

Special help provided, including forms and letters of recommendation, other letters, conferences, job placement activities, etc.

C. Additional services to students not encompassed above

III. RESEARCH

A. **Complete bibliographic citations** for journal articles (excluding abstracts) published during the period covered by this report (attach reprints or copies, or indicate if it has been forwarded to Dean or Chair; clearly

indicate which articles are refereed)

B. Papers presented at professional meetings: state the author(s), **if co-authored indicate (e.g. by underlining) the name of the presenter**, title of paper, meeting (no abbreviations; **indicate local, regional, national, or international**), location and date

C. Papers submitted for publication or presentation (indicate ones accepted): state the author(s)/co-authors, title of paper, journal or meeting (no abbreviations), and the date submitted or accepted for publication or presentation

D. **Complete bibliographic citations** for books, monographs, chapters in books

E. Videotapes, audiotapes, **films, multimedia, electronic media**, or software development not mentioned elsewhere

F. Grants and contracts received (research and non-research): state title of grant or contract, principal investigator, co-investigators, granting agency, duration, inclusive dates, and amount

G. Reports for funding agencies; state date, number of pages, and other relevant information

H. Grant proposals submitted to granting agencies: state title of proposal, granting agency, principal investigator, co-investigators, and date submitted

I. Un-sponsored research: give a description of activities, personnel involved, and the source of funds

J. Patents received, **patents pending, or patent disclosures**: give a description and date

K. Other research activities and publications not included above

IV PERFORMING ARTS

A. Performances: state title, part (actor, recitalist, conductor, etc.), location, and sponsor

B. Publications: state author (composer), title and type of composition (script), performance data (including sponsor and date), publication data (including city and date), and commission

C. Productions: state role (director, designer, musical director, etc.), nature of production, location, and sponsor

V. VISUAL ARTS

A. Exhibitions: one-man exhibitions (place, date); juried exhibitions (place, date, juror if known, and note whether local, regional or national competition); non-juried exhibitions (place, date, and note whether open or invitational)

B. Commissioned works

C. Works in Progress

D. Other

VI CLINICAL ACTIVITIES

Include: a description of activities, personnel involved, and time involved

VII. SERVICE

A. Service to the department, school, or college: examples include committees, student recruitment, symposia, faculty advisor to student organizations

B. Service to the University: examples include committees, special projects, fund raising, symposia, faculty advisor to student organizations

C. Service to external constituencies of the University: examples include government/industry committees, public speaking or appearances, organizing events for alumni, government or industry, and community/civic service

D. Service to your academic discipline: examples include participation in professional associations, positions held committees, editorial work, and publications reviewed

E. Consulting related to your position: state whether paid or unpaid (for paid consulting, state the Percentage of your time involved)

F. Other service

VIII. PROFESSIONAL DEVELOPMENT AND ACTIVITIES

A. Honors received

B. Post-doctoral study/professional development

C. Other

IX. PLANS FOR TEACHING, RESEARCH, AND SERVICE FOR THE COMING YEAR

Include preparation of new courses, planning for new research projects, preparation of novel research-teaching-service activities by visitations and leaves of absence

X. NARRATIVE

Comment on your activities and accomplishments of special significance for the period covered by this report which the foregoing entries do not describe