

Annual Report for January 1, Report Start Year - December 31, Report End Year

Name: [[Last Name], [First Name]]
Department: Department

Rank: Faculty Rank
College: College

Additional academic training during reporting period:

Data populates from the *Education and Faculty Credentialing* screen.

I. TEACHING AT THE UNDERGRADUATE AND GRADUATE LEVELS

A. Class registrations during last reporting period (Census day figures):

Organized Classes

Term	Course	Course Section	Course Title	Faculty Eval	Course Eval	Number Enrolled

Data populates from the *Scheduled Teaching* and *Student Evaluations of Teaching* screens.

Course - Course Section (Term)
New course preparation?
New format for existing course?
Pedagogical Innovations Introduced:
New Teaching Materials Developed:
Student Learning Enhancements:

Data populates from the editable fields in the *Scheduled Teaching* screen.

Independent Studies, Internships, Dissertations, and Theses

Term	Course	Course Section	Course Title	Faculty Eval	Course Eval	Number Enrolled

Data populates from the *Scheduled Teaching* and *Student Evaluations of Teaching* screens.

Course - Course Section (Term)
New course preparation?
New format for existing course?
Pedagogical Innovations Introduced:
New Teaching Materials Developed:
Student Learning Enhancements:

Data populates from the editable fields in the *Scheduled Teaching* screen.

- B. Graduate degrees conferred with you as supervising professor during reporting period (list student names, titles of Master's Theses or Ph.D. dissertations, and completion dates):

Data populates from the **Directed Student Learning** screen, where **Involvement Type** is one of: "Dissertation Committee Chair", "Dissertation Committee Member", "Doctoral Advisory Committee Chair", "Doctoral Advisory Committee Member", "Honors Thesis", "Master's Non-Thesis Committee Chair", "Master's Non-Thesis Committee Member", "Master's Thesis Committee Chair", "Master's Thesis Committee Member", or "Postdoctoral Research Supervision" and **Stage of Completion** is "Completed" and item has not been displayed.

- C. Publications by or with students under your supervision:

Data populates from:

- the **Other Instructional Activities** screen, where **Involvement Type** is "Publications by Students", and
- the **Directed Student Learning** screen, where **Involvement Type** is "Publications by Your Students (Without your authorship)," and
- the **Intellectual Contributions** screen, where co-author is indicated to be an undergraduate or graduate student for **If a student, what is his/her level?**

- D. Other instructional activities you have conducted during the reporting period:

Data populates from:

- the **Other Instructional Activities** screen, where **Teaching or Instruction Activity Type** is "Continuing Education", "Course Development", "Curriculum Development", "Faculty Internship", "Guest Lecture", "Management/Executive Development", "New Pedagogies (Non-Technology)", "Review Course", "Seminar", "Technology Development for Curriculum/Course", "Workshop", or "Other" and item has not been displayed, and
- the **Directed Student Learning** screen, where **Involvement Type** is "Dissertation Committee Chair", "Dissertation Committee Member", "Doctoral Advisory Committee Chair", "Doctoral Advisory Committee Member", "Honors Thesis", "Master's Non-Thesis Committee Chair", "Master's Non-Thesis Committee Member", "Master's Thesis Committee Chair", "Master's Thesis Committee Member", "Postdoctoral Research Supervision", "Honors Thesis", "Internship", "RA Supervision", "TA Supervision", or "Other" and **Stage of Completion** is "In Process" or "Proposal" or does not have a value, and item has not been displayed.

- E. Evaluate briefly your most important teaching accomplishments during this last calendar year:

Data populates from coordinating field on the **Annual Report Summary** screen.

II. RESEARCH, CREATIVE ACTIVITIES AND OTHER SCHOLARLY EFFORT

Research, creative activities, and other scholarly effort appropriate to your academic discipline. (See instruction sheet for listing publications)

- A. Books, articles, other publications, exhibits, performances:

1. Works published, exhibits shown, performance given:

Data populates from:

- the **Intellectual Contributions** screen, where **Current Status** is "Published", and
- the **Artistic and Professional Performances and Exhibits** screen, where **Current Status** is "Completed" or "Published."

2. Works in press (provide projected publication dates):

Data populates from:

- the **Intellectual Contributions** screen, where **Current Status** is "In Press", and
- the **Artistic and Professional Performances and Exhibits** screen, where **Current Status** is "In Press" or "Accepted."

3. Papers read at national and regional conventions (list name of organization, paper titles and dates):

Data populates from:

- the **Presentations** screen, where **Current Status** is "Presented," "Published," or "Completed," and
- the **Intellectual Contributions** screen, where **Current Status** is "Presented", and
- the **Artistic and Professional Performances and Exhibits** screen, where **Current Status** is "Presented."

4. Fellowships, Grants, and Patents:

Data populates from the **Contracts, Fellowships, Grants, Sponsored Research and Residencies** and **Intellectual Property (e.g., copyrights, patents)** screens.

- If **Current Status** is "Funded" the key for population is Start Year of Funding – End Year of Funding.
- If **Current Status** is "Revising to Resubmit" the key for population is Expected Year of Resubmission for Funding.
- If **Current Status** is not "Funded" or "Revising to Resubmit," the key for population is Year Submitted for Funding.

5. Research & creative activity in progress, including work submitted for publication, work in progress toward publication, exhibits, and/or performances:

Data populates from:

- the **Intellectual Contributions** screen, where **Current Status** is "Completed," "Submitted," "Revising to Resubmit," "Not Accepted," "Accepted," or blank, and
- the **Artistic and Professional Performances and Exhibits** screen, where **Current Status** is "Submitted," "Revising to Resubmit," "Not Accepted," or blank, and
- the **Presentations** screen, where **Current Status** is "Accepted," "Invited," "Not Presented," "Submitted," or blank, and
- the **Scholarship/Research/Creative Works Currently in Progress** screen.

B. Professional Development Activities

1. Attendance at workshops on teaching and/or research:

Data populates from the **Faculty Development Activities Attended** screen.

C. Evaluate briefly your most important accomplishments in Research, Creative Works, and Other Scholarly Effort during this last calendar year:

Data populates from coordinating field on the **Annual Report Summary** screen.

III. SERVICE

- A. Advising, counseling and other student activities (e.g. assisting students in your program; serving as a faculty advisor to a student organization; recruiting students to the University or to a program; placing students in graduate programs at UTSA or elsewhere):

Data populates from:

- the **Academic Advising** screen, and
- the **Department** (Service) screen, where **Position/Role** is "Faculty Advisor," "Faculty Mentor," or "Student Placement," and
- the **College** (Service) screen, where **Position/Role** is "Faculty Advisor," "Faculty Mentor," or "Student Placement," and
- the **University** (Service) screen, where **Position/Role** is "Faculty Advisor," "Faculty Mentor," "Student Org Advisor (Non-Professional Org)," "Student Org Advisor (Professional Org)," or "Student Placement," and
- the **UT System** (Service) screen, where **Position/Role** is "Faculty Advisor," "Faculty Mentor," "Student Org Advisor (Non-Professional Org)," "Student Org Advisor (Professional Org)," or "Student Placement," and
- the **Directed Student Learning (e.g., theses, dissertations)** screen, where **Involvement Type** is "TA Supervision" or "Other."

- B. Service to the Community involving your students (e.g. student internships in local organizations; student assistance in research projects for community/business/governmental organizations):

Data populates from the **Public** (Service) screen, where **Did this activity involve your students** is "Yes."

- C. Administrative and Committee Service to the Department, College and University:

Data populates from:

- the **Administrative Assignments** screen, and
- the **Department** (Service) screen, where **Position/Role** is not "Faculty Advisor," "Faculty Mentor," or "Student Placement," and
- the **College** (Service) screen, where **Position/Role** is not "Faculty Advisor," "Faculty Mentor," or "Student Placement," and
- the **University** (Service) screen, where **Position/Role** is not "Faculty Advisor," "Faculty Mentor," "Student Org Advisor (Non-Professional Org)," "Student Org Advisor (Professional Org)," or "Student Placement," and
- the **UT System** (Service) screen, where **Position/Role** is not "Faculty Advisor," "Faculty Mentor," "Student Org Advisor (Non-Professional Org)," "Student Org Advisor (Professional Org)," or "Student Placement," and
- the **Other Instructional Activities** screen, where **Audience** is "Internal to UTSA" or "Both Internal and External to UTSA."

- D. Honors, awards and special recognition received during reporting period (include offices held in learned societies, fellowships, and new memberships in learned societies in which elections are on elective basis; new listings in Who's Who in America or similar publications):

1. Special Recognition and Honors:

Data populates from the **Awards, Honors, and Biographical Listings** screen.

2. Memberships in Scholarly or Professional Organizations:

Data populates from the **Professional Memberships** screen.

E. Public service to the community, state, and nation:

1. Public service to the community, state, and nation based on your professional expertise. Explain the nature and significance of each service activity:

Data populates from:

- the **Professional** (Service) screen, and
- the **Other Instructional Activities** screen where **Audience** is "External to UTSA" or blank, and
- the **Media Contributions** screen.

2. Other public service not based on your professional expertise (e.g. membership or holding office in an organization unrelated to your academic role--church boards, scouting or athletic organizations, etc.):

Data populates from the **Public** (Service) screen, where **Did this activity involve your students?** is "No" or blank.

F. Evaluate briefly your most important accomplishments in service during this past calendar year.

Data populates from coordinating field on the **Annual Report Summary** screen.

Consulting Activities

Business, professional, or governmental activities for which you received remuneration during reporting period:

Data populates from:

- the **Academic, Government, Industry, Military and Professional Positions** screen where **Experience Type** is not "Academic – P-12" or "Academic – Post-Secondary," and
- the **Consulting** screen where **Compensated or Pro Bono?** is "Compensated" and
- the **External Connections and Partnerships** screen where **Compensated or Pro Bono?** is "Compensated."

Business, professional, or governmental activities for which you did not receive remuneration during reporting period:

Data populates from:

- the **Consulting** screen where **Compensated or Pro Bono?** is "Pro Bono" or does not have a value, and
- the **External Connections and Partnerships** screen where **Compensated or Pro Bono?** is "Pro Bono" or does not have a value.

Evaluate the relationship of each of the above items to your area(s) of professional expertise.

Data populates from coordinating field on the **Annual Report Summary** screen.

Performance Appraisal Summary

Data populates from coordinating field on the **Annual Report Summary** screen.

Signature

Data populates from coordinating field on the **Annual Report Summary** screen.