

Annual Report for September 1, Report Start Year - August 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

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

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

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

This section populates from optional data you input on the **Scheduled Teaching** screen. If no data input, this does not display.

Independent Studies, Internships, Dissertations, and Theses

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

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

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

This section populates from optional data you input on the **Scheduled Teaching** screen. If no data input, this does not display.

- 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", "Postdoctoral Research Supervision."

- 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 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
- the **Directed Student Learning** screen, where **Involvement Type** is "Dissertation Committee Chair", "Dissertation Committee Member", "Doctoral Advisory Committee Chair", "Doctoral Advisory Committee Member", "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", "Other" and **Stage of Completion** is one of: "In-Process", "Proposal" or blank.

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."

[Contribution Type], [Explanation of "Other"], [Current Status]

[Type of Work], [Explanation of "Other"], [Current Status]

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."

[Contribution Type], [Explanation of "Other"], [Current Status]

[Type of Work], [Explanation of "Other"], [Current Status]

- 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."

[Contribution Type], [Explanation of "Other"], [Current Status]

[Presentation Type], [Explanation of "Other"], [Current Status]

[Type of Work], [Explanation of "Other"], [Current Status]

- Contracts, Fellowships, Grants, Patents and Copyrights:

Proposals: Contracts, Grants and Sponsored Research

Data populates from the **Contracts, Grants and Sponsored Research** screen where the **Date Submitted for Funding (Start)** to **Date Submitted for Funding (End)** (dates must exist) overlaps with **Report Start Date** to **Report End Date** (dates must exist).

Role	Proposal Type	Proposal Title	Start Date of Funding	End Date of Funding	Sponsoring Organization	Requested Amount	Submission Date	Proposal Status

Expenditures

Data populates from the **Research Expenditures** screen.

Month Year	Project ID Number	Award Description	Sponsor Name	Expenditure Amount

Proposals: Research/Scholarly Fellowships, Residencies and Awards

Data populates from the **Research/Scholarly Fellowships, Residencies and Awards** screen where the **Date Submitted for Funding (Start)** to **Date Submitted for Funding (End)** (dates must exist) overlaps with **Report Start Date** to **Report End Date** (dates must exist).

Role	Award Type	Award Title	Start Date of Funding	End Date of Funding	Sponsoring Organization	Requested Amount	Submission Date	Award Status

Patents or Copyrights

Data populates from the *Intellectual Property (e.g., copyrights, patents)* screen.

[Patent or Copyright], [Patent Type]

[list of **Inventors**] as "[Last Name], [F. N.] [M. N.]" [Patent Title]. [Description]. [Patent/Copyright Number/ID], [If patent has been licensed, to whom?], [If patent has been assigned, to whom?].

5. Scholarly Reviews of/Commentaries on My Work

Data populates from the *Scholarly Reviews of/Commentaries on My Work* screen.

6. 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.

[Research Type], [Status]

[Contribution Type], [Current Status]

[Presentation Type], [Current Status]

[Type of Work], [Current Status]

B. Professional Development Activities

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

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

[Activity Type]

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 **Student Mentoring/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."

- 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, Endowed Positions 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 **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.

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, and
- the **External Connections and Partnerships** screen.

[Experience Type]

[Consulting Type] or [Explanation of "Other"]

[Type]

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

Data populates from:

- the **Consulting** screen, and
- the **External Connections and Partnerships** screen.

[Experience Type]

[Consulting Type] or [Explanation of "Other"]

[Type]