Digital Measures Activity Screens

Mitchell College of Business

August 15, 2016
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# Managing Activities Screen

## General Information
- Personal and Contact Information
- Administrative Data – Permanent Data
- Administrative Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- External Connections and Partnerships
- Faculty Development Activities
- Licensures and Certifications
- Media Contributions
- Professional Memberships
- Workload Information

## Teaching
- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Representative Teaching Materials
- Courses Taught at Other Institutions

## Scholarship, Research, and Creative Activities
- Artistic and Professional Performances and Exhibits
- Contract, Fellowships, Grants and Sponsored Research
- Editorial and Review Activities
- Intellectual Contributions
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Research Currently in Progress

## Service
- Department
- College
- University
- Professional
- Public Service, Non-professional
- Other

## Annual Goals and Narratives
- Teaching Self-Evaluations Statement
- Professional Development Narrative
- Service Self-Evaluation Statement
- Annual Goals

## Promotion and Tenure
- Instructor Statements (for Promotion to Senior Instructor)
- Confirmation and Submission
General Information

Personal and Contact Information

< Edit Personal and Contact Information

Prefix
First Name
Preferred First Name
Middle Name
Last Name
Suffix

Alternative Name
Alternative Name You Publish Under (e.g., an anglicized name), if any

Select the number of alternative name rows to add

Name of Endowed Position (if any)
E-Mail Address
Title
Building Where Your Office is Located
Office Room Number
Office Phone
Department Phone
Fax
Personal Website http://
Date of Birth
Gender
Race/Ethnicity
U.S. Citizen or Permanent Resident?
Brief Biography (30 Words or Less)
Teaching Interest(s)
Research Interest(s)

Photograph

Choose File
**General Information**

**Personal and Contact Information**

**Administrative Data – Permanent Data | Administrative Data**

**Starting Rank**

**Start Date at University of South Alabama**

**Rank History**

<table>
<thead>
<tr>
<th>1st Rank Entry</th>
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<tbody>
<tr>
<td>Rank</td>
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<td>Date Attained</td>
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<thead>
<tr>
<th>2nd Rank Entry</th>
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<tbody>
<tr>
<td>Rank</td>
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<tr>
<td>Date Attained</td>
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Select the number of rank entry rows to add + Add

**Tenure Decision Date**

If currently a Ph.D. student, date of most recently completed graduate comprehensive examination

**Separation Date**
General Information

Personal and Contact Information

Administrative Data – Permanent Data | Administrative Data

<table>
<thead>
<tr>
<th>Item</th>
<th>2016-2017</th>
<th>2015-2016</th>
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<tr>
<td>Academic Year</td>
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<tr>
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<tr>
<td>Department</td>
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<tr>
<td>Faculty/Staff Type</td>
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<td>Tenure Status</td>
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<td>Graduate Faculty</td>
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<td>Benefits</td>
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<td>Other than personal</td>
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<td>expenditures</td>
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<td>AACSB Qualification (2013</td>
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<td>of Qualification</td>
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<td>AACSB: Faculty Qualification</td>
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<td>AACSB: Faculty Sufficiency</td>
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<td>AACSB: Percent of Time</td>
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<td>Dedicated to the School’s</td>
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<td>AACSB: Normal Professional</td>
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<td>that apply</td>
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<tr>
<td>AACSB: Teaching Classification</td>
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<tr>
<td>AACSB: Does this faculty</td>
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</tr>
<tr>
<td>member have a joint appointment with another department or with another institution?</td>
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</tbody>
</table>
General Information

Personal and Contact Information

Administrative Data – Permanent Data | Administrative Data

Academic, Government, Military and Professional Positions

Academic, Government, Military and Professional Positions

Experience Type

- Academic – Post Secondary
- Academic – P-12
- Professional
- Military
- Government

Organization

Title/Rank/Position

Was/is this your own company (Yes/No)

Location of Position/Assignment (United States, International)

Description (30 Words or Less)

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date (Month, Day, Year)

End Date (Month, Day, Year)
### Administrative Assignment

<table>
<thead>
<tr>
<th>Item</th>
<th>+ Add New Item</th>
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#### < Edit Administrative Assignments

<table>
<thead>
<tr>
<th>Position/Role</th>
<th>Assistant Dean</th>
<th>Associate Dean</th>
<th>Dean</th>
<th>Department Chairperson</th>
<th>Director</th>
<th>Graduate Coordinator</th>
<th>Interim Assistant Dean</th>
<th>Interim Associate Dean</th>
<th>Interim Dean</th>
<th>Interim Department Chairperson</th>
<th>Other</th>
</tr>
</thead>
</table>

If other, please explain your role.

- **Scope (College, Department, University)**
- **Approx. Number of Hours Spent Per Year**
- **Responsibilities/Brief Description (30 Words or Fewer)**
- **Start Date** (Month, Day, Year)
- **End Date** (Month, Day, Year)
### General Information

- **Personal and Contact Information**
- **Administrative Data – Permanent Data | Administrative Data**
- **Academic, Government, Military and Professional Positions**
- **Administrative Assignments**

#### Awards and Honors

<table>
<thead>
<tr>
<th>Item</th>
<th>+ Add New Item</th>
</tr>
</thead>
</table>

**< Edit Awards and Honors**

- **Award or Honor Name**
- **Organization/Sponsor**

**Purpose**
- Leadership
- Teaching
- Scholarship/Research
- Service Community
- Service Professional
- Service University

**Scope**
- International
- National
- Regional
- State
- Local
- University
- College
- Department

**Description/Explanation (30 Words or Less)**

**Date Received (Month, Day, Year)**
General Information

Personal and Contact Information

Administrative Data – Permanent Data | Administrative Data

Academic, Government, Military and Professional Positions

Administrative Assignments

Awards and Honors

Consulting

Item

< Edit Consulting

Consulting Type

Academic
For Profit Organization
Government
Litigation consultant
Litigation support
Management consulting
Non-Governmental Organization (NGO)
Technical/Professional Work
Training/Education
Other

Explanation of “Other”

Client/Organization

Location

Compensated or Pro Bono?

Approx. Number of Hours Spent Per Year

Brief Description (30 Words or Less)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date (Month, Day, Year)

End Date (Month, Day, Year)
General Information

Personal and Contact Information
Administrative Data – Permanent Data
Administrative Data

Academic, Government, Military and Professional Positions
Administrative Assignments
Awards and Honors
Consulting

Education

Item

< Education  + Add New Item

Degree (Select from list)
Explanation of “Other”
Institution
Location of Institution
Emphasis/Major
Supporting Areas of Emphasis
Dissertation Title
Honor/Distinction

Highest Degree You Have Earned? (Yes/No)

Transcript  No File Stored  Choose File

Year Completed
General Information

Personal and Contact Information
External Connections and Partnerships

Administrative Data – Permanent Data | Administrative Data
Academic, Government, Military and Professional Positions
Administrative Assignments
Awards and Honors
Consulting
Education

Item

< Edit External Connections and Partnerships

+ Add New Item

Type (Speaker, Field trip, Funding, Recruitment)
Organization
City
State
Contact Information
Description
Date (Month, Day, Year)
### FACULTY DEVELOPMENT ACTIVITIES

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Explanation of “Other”</th>
<th>AACSB Classification</th>
<th>Title</th>
<th>Sponsoring Organization</th>
<th>City, State</th>
<th>Country</th>
<th>Number of Credit Hours</th>
<th>Approx. Number of Hours Spent Per Year</th>
<th>Description (30 Words or Fewer)</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>Conference Attendance, Conference Program, Continuing Ed, Course Attended, Faculty Fellowship, Faculty Internship, Self-study, Seminar Tutorial, Workshop, Other</td>
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</tbody>
</table>
General Information

Personal and Contact Information
Administrative Data – Permanent Data
Administrative Data
Academic, Government, Military and Professional Positions
Administrative Assignments
Awards and Honors
Consulting
Education

Item

< Licensures and Certifications
Title of Licensure/Certification
Sponsoring Organization
Scope (International, National, Regional, State, Local)
Description
Date Obtained (Month, Day, Year)
Expiration Date (Month, Day, Year)

+ Add New Item

General Information

Personal and Contact Information
Administrative Data – Permanent Data
Administrative Data
Academic, Government, Military and Professional Positions
Administrative Assignments
Awards and Honors
Consulting
Education

Item

< Edit Media Contribution
Media Type (TV, Radio, Newspaper, Magazine, Internet, Other)
Media Name
Description
Date
General Information

Personal and Contact Information
Administrative Data – Permanent Data
Administrative Data
Academic, Government, Military and Professional Positions
Administrative Assignments
Awards and Honors
Consulting
Education

+ Add New Item

Professional Membership

Name of Organization
Abbreviation of Organization
Leadership Position Held
Scope of Organization (International, National, Regional, State, Local)
Focus of Membership (To the Teaching Discipline, Other)
Description of Organization

Note: For activities that you have started but have not presently completed, specify the start date and leave the end date blank.

Start Date (Month, Day, Year)
End Date (Month, Day, Year)
General Information

Personal and Contact Information
Administrative Data – Permanent Data
Administrative Data

Academic, Government, Military and Professional Positions
Administrative Assignments
Awards and Honors
Consulting
Education

External Connections and Partnerships
Faculty Development Activities
Licensures and Certifications
Media Contributions
Professional Memberships

Workload Information

< Edit Workload Information

Academic Year

Teaching Workload Percentage (Note: for non-tenured professors 45% teaching and research, and 10% service; Negotiable for other instructors and professors)

Research Workload Percentage
Service Workload Percentage
Administrative Workload Percentage

Was special assignment made to duties other than instruction, research or service? ☐Yes ☐No
If yes, was time reassigned from teaching? ☐Yes ☐No
Teaching

Academic Advising

Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught

Scheduled Teaching

Representative Teaching Materials

Courses Taught at Other Institutions

<Academic Advising

+ Add New Item

<Edit Academic Advising

Academic Year

Number of Undergraduate Students Advised

Number of Graduate Students Advised

Approx. Number of Hours Spent for the Year

Description of Advising Activities
Teaching

Academic Advising
Scheduled Teaching

Directed Student Learning (e.g., theses, dissertations)
Representative Teaching Materials

Non-Credit Instruction Taught
Courses Taught at Other Institutions

< Directed Student Learning (e.g., theses, dissertations)

+ Add New Item

< Edit Directed Student Learning (e.g., theses, dissertations)

Involvement Type
Directed Individual/Independent Study
Dissertation Committee Chair
Dissertation Committee Member
Dissertation Defense Committee Chair
Dissertation Defense Committee Member
Doctoral Advisory Committee Chair
Doctoral Advisory Committee Member
Education Specialist Committee Chair
Education Specialist Committee Member
Internship Advisor
Masters’ Thesis Committee Chair
Masters’ Thesis Committee Member
Supervised Research
Supervised Teaching Activity
Undergraduate Honors Thesis
Undergraduate Thesis Committee Chair
Undergraduate Thesis Committee Member
Other

Explanation of “Other”

Student Name) (Complete form for each Student)

Student Name

Student First Name  Student Last Name

Select the number of student name rows to add + Add

Student’s Home Department

Course Prefix and Course Number

Number of Credit Hours

Title of Student’s Work

Stage of Completion:
Completed
In Progress
Proposal
| Result of Student Research Involvement: | Article
| Paper
| Poster
| Presentation
| Comments |

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

| Date Started | Month, Day, Year |
| Date Completed | Month, Day, Year |
Teaching

Academic Advising
Directed Student Learning (e.g., theses, dissertations)

Scheduled Teaching
Representative Teaching Materials
Courses Taught at Other Institutions

Non-Credit Instruction Taught

< Non-Credit Instruction Taught

+ Add New Item

<Edit Non-Credit Instruction Taught

Instruction Type: Certification
Continuing Education
Faculty Internship
Field Trip
Guest Lecturer
Management/Executive Development
Performance
Review Course
Seminar
Workshop
Other

Explanation of “Other”

Audience: Internal to University of South Alabama
External to University of South Alabama
Both

Sponsoring Organization

Number of Participants

Professional or Academic

Description

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date Month, Day, Year
End Date Month, Day, Year
## Teaching

- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught

### Scheduled Teaching

<table>
<thead>
<tr>
<th>Term and Year</th>
<th>Course Name</th>
<th>Course Prefix and Course Number</th>
<th>Number of Credit Hours</th>
<th>Lower Division or Upper Division</th>
<th>Course Level</th>
<th>Degree Program</th>
<th>Delivery Mode</th>
<th>Final Number of Students Earning an A</th>
<th>Final Number of Students Earning a B</th>
<th>Final Number of Students Earning a C</th>
<th>Final Number of Students Earning a D</th>
<th>Final Number of Students Earning an F</th>
<th>New course preparation?</th>
<th>New format for old course?</th>
</tr>
</thead>
</table>

- Describe any pedagogical innovations that you introduced into this course (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)
- Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks or simulations) that you developed and/or implemented
- Describe any activities in your course that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.)
- What type of examinations did you use in this course?
- How did you use written assignments in this course?
How did you use library and/or Internet assignments in this course?
How did you use technology in this course?
Describe how you cover ethical issues in this course.
Describe how you cover social responsibility in this course.
Describe how you cover sustainability in this course.
Describe how you addressed diversity related issues in this course.
Explain how your course content encourages critical thinking
Describe development of new course material you did for this course
Describe development of new teaching methods you did for this course.
If this is/was an online class, describe development you did for this course.
If this is/was the first time you taught an online course, please describe any curriculum development you did for this course.
Other Curriculum Development (e.g., new minor, new concentration, etc.)
Other Factors Related to Teaching to Include in your Faculty Performance Report

Syllabus for this course
Choose File
Teaching Evaluations
Choose File
Teaching

Academic Advising
Directed Student Learning (e.g., theses, dissertations)
Non-Credit Instruction Taught

Scheduled Teaching

Representative Teaching Materials
Courses Taught at Other Institutions

< Edit Representative Teaching Materials

The Store File items on this screen should be completed by applicants for promotion, tenure, or mid-probationary review.

Representative Handouts or Supplementary Materials
No File Stored

Choose File

Provide examples of audio-visual and/or online materials you have developed (if contribution exceeds 50 MB include examples on optical disc).

No File Stored

Choose File

Provide examples of laboratory experience/experiments or studio experiences you have devised, revised, or utilized (if contribution exceeds 50 MB include examples on optical disc).

No File Stored

Choose File

Summarize the results of student evaluations for all courses taught at USA, using both a narrative and graphs.

No File Stored

Choose File
Teaching

Academic Advising
Directed Student Learning (e.g., theses, dissertations)
Non-Credit Instruction Taught

Scheduled Teaching
Representative Teaching Materials
Courses Taught at Other Institutions

< Courses Taught at Other Institutions

+ Add New Item

Term and Year     Fall, Spring, Summer
Course Name       
Course Prefix and Course Number
Institution       
Course Level      Undergraduate, Graduate
Scholarship, Research, and Creative Activities

Artistic and Professional Performances and Exhibits

Contract, Fellowships, Grants and Sponsored Research

/Edit Contracts, Fellowships, Grants and Sponsored Research

Type (Contract, Fellowship, Grant, Sponsored Research)

Title

Sponsoring Organization

Awarding Organization Is (Internal to University, External to University, Local, State, Federal, Private, Other)

AACSB Classification (Basic or Discovery Scholarship, Applied or Integration/Application Scholarship, Teaching and Learning Scholarship)

Investigator: First Name, Middle Name/Initial, Last Name, Role (Principal, Co-principal, Supporting, Other) If a student, what is his/her level?

Select the number of investigator rows to add: + Add

Organization

Amount $

Abstract

Copy of Grant/Contract Submission

Award Letter

Current Status (Completed but not fully submitted, Currently under review, Funded, Not Funded)

Expected Date of Submission for funding (Month, Day, Year)

Date Submitted for Funding (Month, Day, Year)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date of Funding (Month, Day, Year)

End Date of Funding (Month, Day, Year)

Commented [M1]: Does not pertain to MCOB

Commented [M2]: When selecting an AACSB Classification, please use these definitions to assist you:

Basic or Discovery Scholarship contributions generate and communicate new knowledge and understanding and/or development of new methods. Contributions in this category are normally intended to impact the theory, knowledge, and/or practice of business and management.

Applied or Integration/Application Scholarship contributions synthesize new understandings or interpretations of knowledge or technology; develop new technologies, processes, tools, or uses; and/or refine, develop, or advance new methods based on existing knowledge. Contributions in this category are normally intended to impact the practice of business and management.

Teaching and Learning Scholarship contributions develop and advance new understandings, insights, and teaching content and methods that impact learning behavior. Contributions in this category are normally intended to impact the teaching of business and management.
Scholarship, Research, and Creative Activities

Artistic and Professional Performances and Exhibits

Contract, Fellowships, Grants and Sponsored Research

Editorial and Review Activities

< Edit Editorial and Review Activities

Title of Publication Reviewed/Edited

Organization/Committee

Position/Role (Associate Editor, Ad hoc Reviewer, Documented Practice Software, Documented Teaching Software, Editor, Editorial Board Member, Invited Manuscript Reviewer)

Audience (International, National, Regional, Local)

Nature of Reviews (Abstracts, Papers)

Elected or Appointed?

Status of Publication (in preparation: Not yet submitted, Working paper, Submitted, Revising to Resubmit, Not Accepted, Accepted, Published)

Academic or Professional?

Length of Review (Article length, Book length)

Review conducted for... (A Journal, A Publisher, An Academic Meeting)

AACSB Classification of Publications Reviewed (Basic or Discovery Scholarship, Applied or Integration/Application Scholarship, Teaching and Learning Scholarship)

Authors please select a person from the drop-down list or enter their name in the input fields.

Author

First Name, Middle Name/Initial, Last Name

Select the number of author rows to add

Brief Comments (30 Words or Less)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date (Month, Day, Year)

End Date (Month, Day, Year)
Scholarship, Research, and Creative Activities

Artistic and Professional Performances and Exhibits
Contract, Fellowships, Grants and Sponsored Research
Editorial and Review Activities

Intellectual Contributions

Publication Type (Please see the attached list of types on the next page)
Explanation of “Other”
AACSB Classification of Publications Reviewed (Basic or Discovery Scholarship, Applied or Integration/Application Scholarship, Teaching and Learning Scholarship)
Status of Publication (In preparation: Not yet submitted, Working paper, Submitted, Revising to Resubmit, Not Accepted, Accepted, Published)
Title of Contribution
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work
Authors/Editors
Please order the contributors in the order of contribution.
Please either select a person from the drop-down list or enter their name in the input fields.
1st Author or Editor
First Name, Middle Name/Initial, Last Name, Role (Principal, Co-principal, Supporting, Other) If a student, what is his/her level?
Select the number of author or editor rows to add
Journal/Publisher/Proceedings Publisher
City and State of Journal/Publisher
Volume
Issue Number/Edition
Page Numbers or Number of Pages
Web Address http://
ISBN/ISSN Number/Case #
Audience of Circulation (International, National, Regional, State, Local)
Was this peer-reviewed/refereed? (Yes, No)
Is this publicly available? (Yes, No)
Abstract/Synopsis

Full-text of this item

Expected Date of Submission (Month, Day, Year)
Date Submitted (Month, Day, Year)
Date Accepted (Month, Day, Year)
<table>
<thead>
<tr>
<th>Publication Types</th>
<th>Journal Article</th>
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<tr>
<td>Abstract</td>
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<tr>
<td>Book Review</td>
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<tr>
<td>Book Chapter in Non-Scholarly Book-New</td>
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<tr>
<td>Book Chapter in Non-Scholarly Book-Revised</td>
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<td>Book Chapter in Textbook-Revised</td>
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<td>Book Non-scholarly-New</td>
<td></td>
</tr>
<tr>
<td>Book Non-scholarly-Revised</td>
<td></td>
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<tr>
<td>Book Scholarly-New</td>
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<tr>
<td>Book Scholarly-Revised</td>
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<tr>
<td>Book Textbook-New</td>
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<tr>
<td>Book Textbook-Revised</td>
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<tr>
<td>Broadcast Media</td>
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<tr>
<td>Cited Research</td>
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<tr>
<td>Conference Proceeding</td>
<td></td>
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<tr>
<td>Course Material Executive Education</td>
<td></td>
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<tr>
<td>Instructor's manual</td>
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<tr>
<td>Journal Article Academic Journal</td>
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<td>Journal Article In-house Journal</td>
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<tr>
<td>Journal Article Professional Journal</td>
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<td>Journal Article Public or Trade Journal</td>
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<td>Journal Article Law Review</td>
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<td>Journal Article Magazine/Trade Publication</td>
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<tr>
<td>Journal Article Manuscript</td>
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<tr>
<td>Material Regarding New Courses/Curricula</td>
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<td>Monograph</td>
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<tr>
<td>Newspaper</td>
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<tr>
<td>Publicly Available Research Working Paper</td>
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<td>Recording</td>
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<td>Regular column in Journal or Newspaper</td>
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<tr>
<td>Research Report</td>
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<td>Software</td>
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<td>Software Instructional</td>
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<tr>
<td>Study Guide</td>
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<td>Technical Report</td>
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<td>Translation or Transcription</td>
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<tr>
<td>Working Paper</td>
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<tr>
<td>Written Case with Instructional Material</td>
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<tr>
<td>Other</td>
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</tbody>
</table>
Scholarship Research and Creative Activities

Artistic and Professional Performances and Exhibits
Contract Fellowships Grants and Sponsored Research
Editorial and Review Activities
Intellectual Contributions

< Intellectual Property (e.g., copyrights, patents)
Patent or Copyright?
Patent Title
Patent/Copyright Number/ID
Patent Type (Provisional or Regular)
Patent Nationality
If Patent Cooperation Treaty, List Nations

Inventors
Please either select a person from the drop-down list or enter their name in the input fields.

Inventor
First Name, Middle Name/Initial, Last Name
Select the number of inventor rows to add:

If patent has been licensed to whom?
If patent has been assigned to whom?
Date Submitted to University (Month, Day, Year)
Date of Patent Application (Month, Day, Year)
Date Patent Approved (Month, Day, Year)
Date Licensed (Month, Day, Year)
Renewal Date (Month, Day, Year)
Scholarship Research and Creative Activities

Artistic and Professional Performances and Exhibits
Contract Fellowships Grants and Sponsored Research
Editorial and Review Activities

Presentation

Presentation Type (Demonstration, Exhibit, Keynote/Plenary Address, Lecture, Oral Presentation, Paper, Poster, Reading of Creative Work/Performance, Other)
Conference/Meeting Name
Sponsoring Organization
Location
Presentation Title
Presenters/Authors
Please either select a person from the drop-down list or enter their name in the input fields.
1st Presenter
First Name, Middle Name/Initial, Last Name, Role (Principal, Co-principal, Supporting, Other) If a student, what is his/her level?
Select the number of presenter or editor rows to add
Meeting Type (Conference, Panel, Roundtable, Seminar, Session, Workshop, Other)
Academic or Non-Academic? (Academic, Non-Academic, Educational, Learning and Pedagogy-Oriented)
Scope (International, National, Regional, State, Local)
Was this peer-reviewed/referred? (Yes, No)
Published in Proceedings? (Yes, No)
Published Elsewhere? (Yes, No)
Invited or Accepted? (Invited, Accepted)
AACSB Classification of Publications Reviewed (Basic or Discovery Scholarship, Applied or Integration/Application Scholarship, Teaching and Learning Scholarship)
Abstract/Synopsis (30 Words or Fewer)
Presentation
Date (Month, Day, Year)
### Scholarship Research and Creative Activities

<table>
<thead>
<tr>
<th>Artistic and Professional Performances and Exhibits</th>
<th>Intellectual Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Fellowships Grants and Sponsored Research</td>
<td>Intellectual Property (e.g. copyrights patents)</td>
</tr>
<tr>
<td>Editorial and Review Activities</td>
<td>Presentations</td>
</tr>
</tbody>
</table>

### Research Currently in Progress

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Collaborators</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Please either select a person from the drop-down list or enter their name in the input fields.</td>
</tr>
</tbody>
</table>

#### Collaborator

**First Name, Middle Name/Initial, Last Name, Institution/Company, If a student, what is his/her level?**

**Select the number of collaborator rows to add** [Add]

**Status (Planning, On-going, Writing Results)**

**Research Type (Scholarly, Non-scholarly)**
Service

Department

College

University

Service

< Edit Department

Committee Name/Sponsorship

Position/Role (Attendee, Meeting; Committee Chair; Committee Member; Faculty Advisor; Faculty Mentor; Student Activity Sponsorship; Student Placement; Other)

Explanation of "Other"

Approx. Number of Hours Spent Per Year?

Were you elected or appointed (Yes Appointed, Yes Elected, No, neither)

Was this compensated or pro bono? (Compensated, Pro bono)

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee’s Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date (Month, Day, Year)

End Date (Month, Day, Year)
<table>
<thead>
<tr>
<th>Service</th>
<th>Professional</th>
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<tbody>
<tr>
<td>College</td>
<td>Public Service Non-professional</td>
</tr>
<tr>
<td>University</td>
<td>Other</td>
</tr>
</tbody>
</table>

< Edit College

Committee Name

Position/Role (Attendee, Meeting; Committee Chair; Committee Member; Faculty Advisor; Faculty Mentor; Student Placement; Other)

Explanation of “Other”

Approx. Number of Hours Spent Per Year?

Were you elected or appointed (Yes Appointed, Yes Elected, No, neither)

Was this compensated or pro bono? (Compensated, Pro bono)

Served Ex-Officio? (Yes, No)

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee’s Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date (Month, Day, Year)

End Date (Month, Day, Year)
Service
Department
College
University
Professional
Public Service Non-professional
Other

< Edit University
Committee Name
Position/Role (Please see the list below)
Explanation of “Other”
Approx. Number of Hours Spent Per Year?
Were you elected or appointed (Yes Appointed, Yes Elected, No, neither)
Was this compensated or pro bono? (Compensated, Pro bono)
Served Ex-Officio? (Yes, No)
Responsibilities/Brief Description (30 Words or Fewer)
Brief Description of Committee’s Key Accomplishments
Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For
activities that you started but have not yet presently completed, specify the start date and leave the end date
blank.
Start Date (Month, Day, Year)
End Date (Month, Day, Year)
List of Positions/Roles
Attendee, Award Ceremony;
Attendee, Convocation;
Attendee, Graduation;
Attendee Meeting;
Attendee Orientation
Chairperson
Committee Chair;
Committee Member,;
Conference Related
Faculty Advisor;
Faculty Mentor;
Grant Proposal Reviewer,
Internal
Guest Speaker
Prepare/Grade Certification
Exams
Program Coordinator
Program Organizer
Session Chair
Special Institutional Assignment
Student Org Advisor (Non-
Professional Org)
Student Org Advisor (Professional
Org)
Student Placement;
Student Recruiter
Task Force Chair
Task Force Member
Track Organizer
University Senate Service
Workshop Organizer: Other

Service

Department
College
University

Professional
Public Service Non-professional
Other

< Professional

Organization/Committee/Club
Position/Role (Please see the list below)
Explanation of “Other”
City
State
Country

Approx. Number of Hours Spent Per Year?
Were you elected or appointed (Yes Appointed, Yes Elected, No, neither)
Was this compensated or pro bono? (Compensated, Pro bono)
Served Ex-Officio? (Yes, No)
Responsibilities/Brief Description (30 Words or Fewer)
Brief Description of Committee’s Key Accomplishments
Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date (Month, Day, Year)
End Date (Month, Day, Year)

List of Positions/Roles (Please do not use the struck items)

Attendee, Meeting
Board of Advisors of a Company
Board of Directors of a Company
Chairperson
Committee Chair
Committee Member
Conference Related
Editor, Associate Editor
Editor, Book
Editor, Conference Proceedings
Editor, Journal Editor
Editor, Senior Editor

Editor, Textbook
Editorial Review Board Member
Interaction with Industry
Member
Officer, Other Officer
Officer, President/Elect/Past
Officer, Secretary
Officer, Treasurer
Officer, Vice President
Prepare/Grade Certification Exams
Program Coordinator
Program Organizer

Reviewer, Ad hoc Reviewer
Reviewer, Book
Reviewer, Conference Paper
Reviewer, Grant Proposal
Reviewer, Journal Article
Reviewer, Textbook
Session Chair
Task Force Chair
Task Force Member
Track Organizer
Workshop Organizer
Other
**Service**

Department

College

University

< Public Service Non-professional

Organization/Committee/Club

Position/Role (Please see the list below)

Explanation of “Other”

City

State

Country

Approx. Number of Hours Spent Per Year?

Were you elected or appointed (Yes Appointed, Yes Elected, No, neither)

Was this compensated or pro bono? (Compensated, Pro bono)

Served Ex-Officio? (Yes, No)

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee’s Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date (Month, Day, Year)

End Date (Month, Day, Year)

**List of Positions/Roles** (Please do not use the struck items)

<table>
<thead>
<tr>
<th>Role</th>
<th>Editor, Senior Editor</th>
<th>Program Organizer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjudicator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendee, Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board of Advisors of a Company</td>
<td>Editorial Review Board Member</td>
<td>Reviewer, Ad-hoc Reviewer</td>
</tr>
<tr>
<td>Board of Directors of a Company</td>
<td>Expert Testimony</td>
<td>Reviewer, Conference Paper</td>
</tr>
<tr>
<td>Career Guidance</td>
<td>Interaction with Industry</td>
<td>Reviewer, Grant Proposal</td>
</tr>
<tr>
<td>Chairperson</td>
<td>Member</td>
<td>Reviewer, Journal Article</td>
</tr>
<tr>
<td>Committee Chair</td>
<td>Officer, Other Officer</td>
<td>Reviewer, Textbook</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Officer, President/Elect/Past</td>
<td>Session Chair</td>
</tr>
<tr>
<td>Conference Related</td>
<td>Officer, Secretary</td>
<td>Task Force Chair</td>
</tr>
<tr>
<td>Editor, Associate Editor</td>
<td>Officer, Treasurer</td>
<td>Task Force Member</td>
</tr>
<tr>
<td>Editor Book</td>
<td>Officer, Vice President</td>
<td>Track Organizer</td>
</tr>
<tr>
<td>Editor-Conference Proceedings</td>
<td>Prepare/Grade Certification Exams</td>
<td>Workshop Organizer</td>
</tr>
<tr>
<td>Editor, Journal Editor</td>
<td>Program Coordinator</td>
<td>Other</td>
</tr>
</tbody>
</table>
Service

Department: Professional
College: Public Service Non-professional
University: Other

< Edit Other

Service Type (Recommendation Letters, Special Project, Student Organization, Other)
Explanation of “Other”
Organization/Committee/Club
Position/Role (Please see the list below)
Explanation of “Other”
Title/Officer Held (Member, President/Elect/Past, Other Officer, Other)
Responsibilities
Approx. Number of Hours Spent Per Year?
Were you elected or appointed (Yes Appointed, Yes Elected, No, neither)
Audience (International, National, Regional, Local)
Served Ex-Officio? (Yes, No)

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date (Month, Day, Year)
End Date (Month, Day, Year)

List of Positions/Roles (Please do not use the struck items)
Administrative Assignment, Assistant Dean
Administrative Assignment,, Associate Dean
Administrative Assignment,, Dean
Administrative Assignment, Dept. Chairperson
Administrative Assignment, Other Administrative Assignment, Program Director
Committee Chair
Committee Member
Conference Chairperson
Conference Discussant
Conference Panel
Conference Program Organizer
Conference Reviewer
Conference Session Chair
Conference Track Organizer
External Grant Reviewer
Guest Speaker
Interaction with Industry
Internal Grant Proposal Reviewer
Meeting Attendee
Participant Award Ceremony
Participant Convocation
Participant Graduation
Participant Orientation
Prepare/Grade Certification Exams
Pro-bono Professional Service
Raised Funds
Student Org Advisor (Non-Professional Org)
Student Org Advisor (Professional Org)
Tenure Reviewer for Another Institution
University Senate Service
Other
Annual Goals and Narratives
Teaching Self-Evaluations Statement
Professional Development Narrative
Service Self-Evaluation Statement
Annual Goals

< Edit Teaching Self-Evaluation Statement

Academic Year
The statement on teaching effectiveness should include what the candidate perceives as strengths and weaknesses in the classroom and in working with students.

Narrative (2 Pages Maximum)
Provide a short statement of your teaching philosophy and goals.

Statement (2 Pages Maximum)

Annual Goals and Narratives
Teaching Self-Evaluations Statement
Professional Development Narrative
Service Self-Evaluation Statement
Annual Goals

< Edit Professional Development Narrative

Academic Year
Research Activities Self-Evaluation Statement
Note: Fine and performing arts faculty should complete the Creative Activities Self-Evaluation Statement instead.

The self-evaluation of research and professional activity should include a summary of research activities, a judgment as to the relative worth of the research, and an assessment of the quality of the journals in which papers have been published. Candidates should indicate the area or areas in which they have engaged in sustained research and professional activity. They should also indicate what their major and original contributions have been in these areas and what they hope to achieve in the future.

Research Activities Narrative
Annual Goals and Narratives

Teaching Self-Evaluations Statement
Professional Development Narrative

Service Self-Evaluation Statement
Annual Goals

< Edit Service Self-Evaluation Statement

Academic Year

The self-evaluation of service activity should include a summary of the candidate’s service to the department, college, university and the community. The candidate should indicate if the service is professional or non-professional, and if any offices are held.

Narrative (2 Pages Maximum)

< Edit Annual Goals

Start Date (Month, Day, Year)
End Date (Month, Day, Year)

Goal

Goal Area (Teaching, Professional Development, Service)
Specific Goal or Objectives Statement (1 page max)
Status (Completed, In Progress, Discarded)
Comments (optional)

Select the number of goal rows to add:  

+ Add
Promotion and Tenure
Instructor Statements (for Promotion to Senior Instructor)

< Edit Instructor Statements (For Promotion to Senior Instructor)

Academic Year

Instructor Teaching Self-Evaluation Statement (for Promotion to Senior Instructor)
The statement on teaching effectiveness should include what the candidate perceives as strengths and weaknesses in the classroom and in working with students. The candidates should also evaluate the effectiveness of their student advising (if applicable).
Statement on Teaching Effectiveness (500-1000 Words)

Instructor Professional Development Self-Evaluation Statement (for Promotion to Senior Instructor)
The professional development self-evaluation statement should include a summary of professional activities undertaken to enhance the candidate's teaching and student advising, professional development, and service.
Statement on Professional Development (500-1000 Words)

Instructor Creative Professional Development Self-Evaluation Statement (for Promotion to Senior Instructor)
The creative professional development self-evaluation statement should include a summary of activities which have enhanced the candidate's teaching and student advising, professional development, and service.
Statement on Creative Development (500-1000 Words)

Instructor Service Self-Evaluation Statement (for Promotion to Senior Instructor)
The self-evaluation of service activity should include a summary of the candidate's service to the department, college, university, and the community. The candidate should indicate if the service is professional or non-professional, and if any offices are held.
Statement on Service (500-1000 Words)
Promotion and Tenure

Instructor Statements (for Promotion to Senior Instructor)  Confirmation and Submission

< Edit Confirmation and Submission

Type of Nomination (Promotion, Tenure, Promotion and Tenure)

Promotion to Rank:
- Adjunct Faculty
- Assistant Librarian
- Assistant Professor
- Associate Librarian
- Associate Professor
- Clinical Faculty
- Distinguished Professor
- Emeritus
- Executive-in-Residence
- Full Professor
- Instructor
- Instructor Librarian
- Lecturer
- Research Assistant Professor
- Research Associate Professor
- Senior Instructor
- Senior Instructor Librarian
- Senior Librarian
- Visiting Faculty

I have reviewed this package and believe that to the best of my knowledge it is complete.  
Date (Month, Day, Year)