

Summary of Professional Activity

Name _____ Faculty rank and effective date _____

Department/School _____ Highest degree _____

January _____ through December _____ Years of service and tenure status: _____

I. Teaching

A. Instruction of Students (uploaded from Banner)

Individual courses						
course number	course title	terms taught	credit hours	contact hours	number of students	course Web address

Direction of individual student research or internships Teaching – Directed Student Learning			
course number	student name	term	description of research project or internship
			Title of Student's Work; Comments

Courses team taught (indicate co-instructor) (uploaded from Banner)						
course number	course title	terms taught	credit hours	contact hours	number of students	course Web address

Lectures delivered in other courses (indicate course instructor) **Teaching – Non-Credit Instruction Taught (type = Guest Lecture)**

course number	course title	terms taught	topic/title of lecture

Special recognitions for teaching accomplishments **Teaching – Special Recognitions for Teaching Accomplishments**

name of award	date of presentation	presented by

Other instruction of students activities **Teaching – Other Instruction of Student Activities**

description

B. Planning, Development and Evaluation of Programs, Courses and Materials

Courses developed and/or major course revisions **Teaching – Courses Developed and/or Major Course Revisions**

Course Number	course title	description of effort

Program or curriculum development Teaching – Program or Curriculum Development	
program or curriculum	description of effort

Applications of technology to teaching Teaching – Applications of Technology to Teaching			
Course Number	course title	term	description of application

Other planning, development and evaluation of programs, courses and materials activities Teaching – Other Planning, Development, and Evaluation of Programs, Courses, and Materials Activities
description

Advising Teaching – Academic Advising		
discipline	number of assigned students	number of plans developed

Advisement planning and/or development of advisement materials Teaching – Academic Advising
description of planning and/or materials developed

Support to student organizations and/or campus activities Service – Support to Student Organizations and/or Campus Activities			
name of organization	participation (adviser, helper, consultant)	period of support	frequency and length of support

Administration of department, school or university-wide programs Service – Administration of Department, School, or University-Wide Programs	
organization or program administered	administrative role

Management of department, school or university-wide budgets Service – Management of Department, School, or University-Wide Budgets	
budget name	management role

Other service within the university community Service – Other Service Within the University Community
description

B. Service to the Larger Community

Contributions to the improvement of community life Service – Public (type = Other)	
contribution	role

Other service to the larger community Service – Public (type = Other)
description

III. Professional Development and Scholarship

Membership and/or service in professional societies Service – Professional	
professional society	level of service
	Position/Role, Responsibilities

Receipt of competitively awarded grants, fellowships or contracts Scholarship/Research – Contracts, Grants, and Sponsored Research			
sponsor	title	dates	funding amount

New proposals for grants, fellowships or contracts (not yet funded) Scholarship/Research – Contracts, Grants, and Sponsored Research (current status = Currently Under Review)			
sponsor	title	status	funding request

Professional publications Scholarship/Research – Intellectual Contributions

Refereed papers, chapters in books

author(s)	title	citation

Non-refereed publications

author(s)	title	citation

Other publications (reports)

author(s)	title	citation

Abstracts for (invited and proffered papers)

author(s)	title	citation

Consulting or other applications of professional expertise General Information - Consulting		
sponsor	activity	dates

Professional licenses or certifications General Information – Licensures and Certifications	
License or certification	description

Development of professional applications of technology Scholarship/Research – Intellectual Property	
application	description

Participation in professional development training related to one's discipline, scholarship and/or creative activities **General Information – Professional Development Activities Attended**

title of training	presenter	attendee	location	date

Honors and awards for research, scholarship or other creative activities **General Information – Awards and Honors**

name of award	date of presentation	presented by

Other professional growth and development activities **General Information – Other Professional Growth and Development Activities**

description