

**Annual Faculty Accomplishments Information Form**

|  |  |  |
| --- | --- | --- |
| **Name of Faculty:** |  | **College:** |
| **Academic Year:** |  | **Department:** |

**Section A: Research Activities**

***In this section, provide detailed information regarding your accomplishments in the three areas of activity noted in the boxes below:***

|  |
| --- |
|  |
|  |

Report all references in APA format.

**Receipt of Externally Funded Grant**

**Publication(s) in Refereed Journal**

**Publication(s) of Scholarly Book/Book Chapter**

**Publication(s) of Refereed Monograph**

**Publication(s) in Refereed Proceedings of Academic Conference**

**Publication(s) of Instructional Software**

**Publication(s) in an Acclaimed Non-Refereed Journal**

**Presentation(s) in Professional Meeting(s)**

**Publication(s) of Book Reviews**

**Non-Funded Research Grants**

**Peer Reviewer/Journal Editorial Board**

**Author of a document for international, national, or state board and/or professional organization**

**Professional/Non-refereed Publication**

**Action Research that Informs Practice**

**Journal Manuscript Submission**

|  |
| --- |
|  |

**Section B: Creative Activities**

Report all references in APA format.

**Juried national or international performances or exhibitions**

**Juried internal, local, or regional performances or exhibitions**

**Non-juried national or international performances or exhibitions**

**Non-juried internal, local, or regional performances or exhibitions**

**Published long-form works (novels, films, audios, visual art collections, etc.)**

**Unpublished long-form works**

**Published short-form works (poems, videos, audios, visual art, etc.)**

**Unpublished short-form works**

|  |
| --- |
|  |

**Section C: Service Activities**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**University Service**

|  |  |
| --- | --- |
| **Name of Committee or Activity** | **Description of activity** |

**College Service**

|  |  |
| --- | --- |
| **Name of Committee or Activity** | **Description of activity** |

**Departmental Service**

|  |  |
| --- | --- |
| **Name of Committee or Activity** | **Description of activity** |

**Professional Organization Service**

|  |  |
| --- | --- |
| **Name of Organization** | **Description of activity** |

**Community Service**

|  |  |
| --- | --- |
| **Name of Organization** | **Description of activity** |

**Professional Meetings Attended (where you did not present)**

*Alphabetize all citations. Include: conference name, sponsor of conference, city, state. If none, type N/A.*

**\*** Faculty members in each department are expected to download the ***Faculty Accomplishments Documentation Form*** from the web page of the Office of Institutional Planning and Assessment (IPA). Once the form is downloaded, faculty members are expected to complete the form and return it to the department head. The Department Head tabulates the data for his or her department and submits a summary for the department to the dean in the Annual Report Section of *ComplianceAssist!*. The dean will enter the data into *ComplianceAssist!* in aggregate form for the college under the “Faculty Accomplishments Summary” section of the Annual Report. **The due date for submission of *Faculty Accomplishments Documentation Form* from each faculty member for the purpose of the College Annual Report is the last Friday in May of each calendar year.**