

SWS ANNUAL ACTIVITY REPORT
January 1, 2018 – December 31, 2018
Submit electronically to your division chair by December 31, 2018

NAME:

RANK AND TITLE:

NOTE: Several categories of activities used in previous PSES Annual Activity Reports (e.g. advancement, professional development, consulting, extramural service) will now be reported under the 4 categories used on the UI Position Description Form 3050. Activities will be placed in the most appropriate category: I. Teaching and Learning; II. Scholarship and Creative Activities; III. Outreach and Extension, and; IV. University Service and Leadership. Please see Faculty Staff Handbook 1565 or your Division chair for guidance.

I. TEACHING AND ADVISING (% of time): _____

1. List courses taught:

Semester	Subject	Course #	Section	Course Credits	Credit Responsibility*	Course Title	# of Students
Spring							
Fall							
Summer							

* Percentage or credit(s) of responsibility for a team-taught course

2. List guest lectures in other courses:

3. List/briefly describe course/curriculum development (new courses developed, courses redesigned; new delivery methods introduced; involvement in course, program, and university level assessment of student learning outcomes; etc.):

4. Provide student evaluations of overall instructor performance and course quality:

Course #	Semester	Instructor's Performance	Course Quality	# of Responses	% Response

5. Provide a brief description of your advising activities, including student clubs and organizations. List students advised and/or mentored in the following categories:

Undergraduate advisees (list numbers by major):

Graduate students advised as major professor (list student name and degree type, starting date, and funding source):

Graduate theses/dissertations completed by advisees:

Number of graduate student advisory committees (provide student name, degree type, department, and major professor):

6. List other service to students (mentoring, senior research, organization/program advisers, new student/potential student contacts and advising, etc.):

II. SCHOLARSHIP AND CREATIVE ACTIVITIES (% of time): _____

1. Provide a brief description of your scholarship, if applicable, in the areas of Teaching and Learning (FSH 1565 C-2 a), Discovery and/or Integration (FSH 1565 C-2 c, d), and Outreach/Application/Engagement Activities (FSH 1565 C-2 e). Your description should include the following: 1) justification/rationale for this effort; 2) your approach to address the need; 3) major results and accomplishments; 4) the impact of the project/program, and: 5) your goals in these areas for next year.

Teaching and Learning (TL) (research on pedagogy, peer-reviewed publications on teaching, textbooks, etc.)

% of scholarship time: _____

Discovery/Integration (DI) (discovery of new knowledge, integration/synthesis of new knowledge into a broader context)

% of scholarship time: _____

Outreach/Application/Engagement Activities (OAE) (development, application and integration of previously discovered information, includes Scholarship in Extension, e.g. development of new extension information and dissemination in scholarly publications and at scholarly meetings)

% of scholarship time: _____

2. Provide research impact statements. These are required of all faculty with 20% or greater research appointments. These impact statements should describe *the economic, social, health, or environmental difference (usually quantitatively measured) that your research, teaching, or extension efforts have made on the public. Specifically, an impact statement states your accomplishments and the payoff to society.*
3. List publications, presentations, grants, etc. for the past year that are relevant to your scholarship activities. Identify the relevant or dominantly applicable area of scholarship with a note at the end of the information on each item, e.g. (TL), (DI), or (OAE).

Publications (published or accepted by editor; provide title, authors, date, and publication with volume number and page numbers; do not include publications listed on a previous activity report)

Peer-refereed publications (external, usually anonymous peer review with peers/editors determining suitability for publication, e.g. journal articles):

Peer-reviewed publications (internal/external peer review, e.g. CISs, PNWs, book chapters):

Non-refereed nor reviewed publications (e.g. abstracts, web pages):

Other:

Presentations at professional scientific meetings and seminars (provide the title, date and location of presentation or meeting, and whether invited or contributed, and if invited, the inviting organization)

International:

National:

Regional:

State:

Grants, contracts, service contracts (provide the title of the grant, contract or service contract, the PI(s), the total dollar amount, your spending authority, the duration (single or multiple year), and the granting, contracting, or service-contracting organization)

Funded:

Pending:

Unfunded:

4. List and briefly describe other scholarship activities. These may include but are not limited to: attendance at professional meetings, involvement in professional societies and organizations (e.g. serving as officer, serving on committees, etc.); editor/editorial board activity; peer review of manuscripts and/or proposals; in-service training; professional development; consulting; etc.

III. OUTREACH AND EXTENSION (% of time): _____

1. Provide a brief description of your extension/outreach program, which may include Extension, Distance Education, Service Learning, Cooperative Education, and Technology Transfer (see FSH 1565 for definitions). Include the following information: 1) justification/ rationale for this effort; 2) your approach to address the need; 3) results and

accomplishments; 4) the impact of the project/program, and; 5) goals in this area for next year. You can copy/paste from your CALSPlan narrative.

2. List publications, presentations, workshops, etc. derived from and relevant to your assigned extension/outreach activities. Do not include those listed above under the category of SCHOLARSHIP AND CREATIVE ACTIVITIES.

Publications (provide title, authors, date, page numbers, and volume numbers where applicable)

Newsletters:

News releases, newspaper articles, etc. written by you:

Articles in magazines, trade journals, etc. written by you:

Reports:

Educational/service presentations and workshops (provide title, clientele, location, format, duration and number of learners at each presentation; indicate if invited or contributed)

International:

National:

Regional:

State:

Local:

3. List any program planning and curriculum development activities (curriculum development and modification, new materials developed, program planning, program evaluation and professional development for schools, conferences, workshops).
4. List/describe other activities relevant to your extension/outreach program that are not covered in any of the above categories.
5. All extension faculty:

Indicate whether you [**have** ; **have not**] completed your CALSPlan reporting for the year by underlining or circling the appropriate choice.

Indicate whether you [**have** ; **have not**] supplied the required peer and clientele evaluations of extension presentations to your Division Chair by underlining or circling the appropriate choice.

IV. UNIVERSITY SERVICE AND LEADERSHIP (% of time): _____

1. List intramural service provided (includes: division, department, college, and university committee assignments; student recruitment and retention activities; advancement activities intended to generate financial support for departmental, college, or university programs.

2. Briefly describe your assigned unit administration responsibilities and accomplishments.

3. Briefly describe other administration activities related to the conduct of university programs and projects that support scholarship, outreach, and teaching (includes: grant administration; funding agency reporting; supervision and evaluation of support personnel; compliance with local, state, and federal regulations; etc. See FSH 1565 C-4b(2).