**Annual Activity Report Template**

Revised June 24, 2020

This template mirrors the outline of the OAA core dossier. It can be edited or modified by chairs to include other information but should cover the general categories below. Activities should be listed for the period January 1 – December 31. Faculty should omit categories for which there is no activity to report.

**Teaching**

1. Undergraduate, graduate and professional courses taught
   1. List each course taught by semester, course number, title and number of credit hours, final course enrollment, and percent taught. If you were not solely responsible for a course, give a brief explanation of your role. Indicate whether evaluations (SEI/peer) were completed. List overall SEI for each course; attach SEI summaries.
2. Involvement in graduate exams, theses, and dissertations and undergraduate research
   1. Graduate students. List completed/current in each category.
      1. Doctoral students (dissertation advisor, committee member)
      2. Doctoral students (candidacy examination chair, committee member)
      3. Master’s students Plan A (thesis advisor, committee member)
      4. Master’s students Plan B (examination advisor, committee member)

b. Undergraduate research

1. Involvement with postdoctoral scholars and researchers
2. Extension and continuing education instruction (include UITL and STEP mentoring)
3. Curriculum development
4. Evaluation of teaching
   1. Provide SEIs and indicate whether peer review letters were obtained
5. Awards and formal recognition for teaching
6. Other academic advising
7. Completion of teaching development programs

**Research**

1. Books, articles and other published papers. If co-authored with students, indicate undergraduate students by underline, and graduate students by +.
   1. Books (other than edited volumes) and monographs
   2. Edited books
   3. Chapters in edited books
   4. Bulletins and technical reports
   5. Peer-reviewed journal articles
   6. Editor-reviewed journal articles
   7. Reviews (indicate whether peer reviewed)
   8. Abstracts and short entries (indicate whether peer reviewed)
   9. Papers in proceedings (indicate whether peer reviewed)
   10. Unpublished scholarly presentations (indicate whether peer reviewed)
       1. Invited seminars and conference presentations
       2. Other presentations

k. Publications under review (indicate date submitted and to which venue)

1. Creative works
   1. Artwork (not listed in “f” below)
   2. Choreography
   3. Collections
   4. Compositions
   5. Curated exhibits
   6. Exhibited artwork
   7. Inventions and patents, including disclosures, options, and commercial licenses
   8. Moving images
   9. Multimedia/databases/websites
   10. Radio and television
   11. Recitals and performances
   12. Recordings
   13. Other creative work
2. Research funding
   1. Funded research as principal investigator; indicate dates, source, your percent effort and share of total direct costs
   2. Funded research as co-investigator; indicate dates, source, your percent contribution and share of total direct costs
   3. Proposals for research funding pending/submitted but not funded
   4. Funded training grants as principal investigator or equivalent
   5. Proposals for training grants pending/submitted but not funded
   6. Any other funding received for academic work
3. Awards and formal recognition for research, scholarly or creative work

**Service**

1. Editorships or service as reviewer for journal, university presses, etc.
2. Offices held and other service to professional societies
3. Consultation activity (industry, education, government; include grant review activities)
4. Clinical service
5. Other professional/public service directly related to professional expertise
6. Administrative service
   1. Unit committees
   2. College or university committees
   3. Initiatives undertaken to enhance diversity
   4. Administrative positions held (e.g., Graduate Studies Chair)
   5. Service as a graduate faculty representative in another unit
7. Advisor to student groups and organizations
8. Office of Student Life committees
9. Mentoring activities
10. Awards and formal recognition for service

**Other [Optional Category]**

1. Anything else the chair should know?
2. Questions specific to the discipline?