**Standard Date Criteria:**

For items to appear on the Annual Faculty Report...

- Start Date and End Date fields MUST be within the requested report timeframe or the End Date field is left blank;
- For items with one date reference, that date MUST fall within requested review timeframe.

Academic Year field on Yearly Data screen must = 2015-2016 so items entered on subsequent screens that fall within this review period (Sept 1, 2015–Aug 31, 2016) appear in generated AFR.

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<th>Screens and Fields where that information is entered in your electronic AFR</th>
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### Section 2B: Changes in Teaching Approach or Responsibilities

**Scheduled Teaching**
- Term and Year
- Course Prefix and Course Number
- Section Number
- Course Name
- Pedagogical Innovations
  - Comments
- New Teaching Materials
  - Comments
- Enhanced Student Learning
  - Activities
  - Comments

- Course Term and Year must fall within requested report period (Sept 1, 2015–Aug 31, 2016)

### Section 2Ci: Doctoral, Masters, Honors Thesis Students

**Directed Student Learning**
- Involvement Type/ Other
- Student(s) First/ Last Name
- Title of Student’s Work
- Student’s Home Department
- Course Prefix and Course Number
- Number of Credit Hours
- Stage of Completion
- Start and End Dates
- Comments

- Involvement Type contains the text “Chair”, “Director” or “Capstone”.
- Start and End Dates must meet Standard Date Criteria.*

### Section 2Cii: Students on Whose Committees You Served

**Directed Student Learning**
- Involvement Type/ Other
- Number of Students
- Student(s) First/ Last Name
- Comments

- Involvement Type contains the text “Member” or “Reader”.
- Number of students appearing in report is derived from number of student names entered in “Student Information” drop down field.
- Start and End Dates must meet Standard Date Criteria.*

### Section 2D: Major Advising and Counseling Responsibilities

**Academic Advising**
- Number of Undergraduate Students Advised
- Number of Graduate Students Advised
- Description of Advising Activities

- Academic Year must be within the requested report range or blank.
### Section 2E: Other Teaching and Counseling Activities

**Directed Student Learning**
- Involvement Type/ Other
- Student(s) First/ Last Name
- Title of Student’s Work
- Student’s Home Department
- Course Prefix and Course Number
- Number of Credit Hours
- Stage of Completion
- Start and End Dates
- Comments

**Non-Credit Instruction Taught**
- Instruction Type/ Other
- Sponsoring Organization
- Number of Participants
- Academic or Professional?
- Start and End Dates
- Description

- Involvement Type is anything other than those containing “Chair”, “Director”, “Capstone”, “Member” or “Reader”.
- Start and End Dates must meet Standard Date Criteria.*

### SECTION 3 – RESEARCH, CREATIVE OR PROFESSIONAL ACTIVITY

**Section 3A1: Research Activity – Completed (in print)**

- Order of items listed on report from Intellectual Contributions screen will depend on user’s selection of APA or MLA citation style on Custom Report screen.
- Rapid Reports default to APA citation style.
- If “Alternative Name You Publish Under…” contains a value, that name (as it appears in field) will appear in citations mapping from Intellectual Contributions screen.
- Current Status for items in Section 3A1 must = “Published”.

---

*Standard Date Criteria listed at top of Page 1

Updated: 08/04/2016
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|     | • Page Numbers  
|     | • Publisher City, State, Country  
|     | • Publisher Name  
|     | • Web Address or DOI Link  
|     | • Abstract Synopsis Comments  
|     | • Reprint/ Republished Comments  
| **MLA book citations:** | • Author(s)  
|     | • Title of Contribution  
|     | • Editor’s Name  
|     | • Volume  
|     | • Issue # or Edition  
|     | • Publisher City, State  
|     | • Publisher Name  
|     | • Year Published  
|     | • Page Numbers  
|     | • Web Address or DOI Link  
|     | • Medium of Publication  
|     | • Abstract Synopsis Comments  
|     | • Reprint/ Republished Comments  
| • Current Status = “Published”.  
| • Contribution Type =  
|     | “Book, Non-Scholarly-New”,  
|     | “Book, Non-Scholarly-Revised”,  
|     | “Book, Scholarly-New”,  
|     | “Book, Scholarly-Revised”,  
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|     | “Book, Poetry-Revised”,  
|     | “Monograph”,  
|     | “Monograph-Poetry”.  
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|     |     | “Edited Textbook”,  
|     |     | “Anthology”,  
|     |     | “Bibliography”,  
|     |     | “Collection”.  
|     | • Dates subject to Standard Date Criteria.* |
### d. Articles in Journals

**Intellectual Contributions**

**APA journal citations:**
- Author(s)
- Year Published
- Title of Contribution
- Publisher Name
- Volume
- Issue # or Edition
- Page Numbers
- Web Address or DOI Link
- Abstract Synopsis Comments
- Reprint/ Republished Comments

**MLA journal citations:**
- Author(s)
- Title of Contribution
- Publisher Name
- Volume
- Issue # or Edition
- Year Published
- Page Numbers
- Medium of Publication
- Web Address or DOI Link
- Abstract Synopsis Comments
- Reprint/ Republished Comment

- Current Status = “Published”.
- Contribution Type starts with text “Journal Article…” or “Edited Journal Special Issue”.
- Dates subject to Standard Date Criteria.*

### e. Chapters in Books

**Intellectual Contributions**

- APA/ MLA book citation style
- Abstract Synopsis Comments
- Reprint/ Republished Comments

- Current Status = “Published”.
- Contribution Type starts with text “Book, Chapter…” or “Book, Contribution…”
- Dates subject to standard date criteria.*
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• Abstract Synopsis Comments  
• Reprint/Republished Comments |
| | • Current Status = “Published”, “In Press or in Production” or “Under Contract”  
• Dates subject to Standard Date Criteria.”|

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• Editor Name  
• Title of Contribution  
• Title of Larger Work  
• Page Numbers  
• Publisher City, State  
• Publisher Name  
• Web Address or DOI Link  
• Abstract Synopsis Comments  
• Reprint/Republished Comments  
  
**MLA journal citations:**  
• Author(s)  
• Title of Contribution  
• Title of Larger Work  
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• Volume, Issue # or Edition  
• Publisher City, State  
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• Year Published  
• Page Numbers  
• Medium of Publication  
• Web Address or DOI Link  
• Abstract Synopsis Comments  
• Reprint/Republished Comments |
| | • Current Status = “Published”.  
• Contribution Type is one of…  
• Dates subject to standard date criteria.”|

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• Reprint/Republished Comments |
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• Contribution Type contains text “Proceeding”.  
• Dates subject to standard date criteria.” |
### Section 3A3: Research Activity – Works Completed and Submitted for Review

**Intellectual Contributions**
- APA/MLA citation style (according to Contribution Type)
- Abstract Synopsis Comments
- Reprint/Republished Comments

**Intellectual Contributions:**
- Current Status = "Submitted", "Revising to Resubmit".
- Dates subject to Standard Date Criteria.*

### Section 3A4: Research Activity – Work in Progress

**Research Currently in Progress**
- Collaborator(s)
- Title
- Status
- Description

**Research-Currently-in-Progress:**
- Status = "Planning", "On-Going", "Writing Results".

### Section 3B1: Creative Activity: Performance, Shows, Compositions, etc. – Completed

**Artistic and Professional Performances and Exhibits**
- Performer/Exhibitor/Lecturer(s)
- Type of Work/Other
- Work/Exhibit Title
- Name of Performing Group
- Sponsor
- Location (City, State, Country)
- Scope
- Academic or Non-academic?
- Peer-reviewed/referred?
- Invited or Accepted?
- By audition, commission or competition?
- Start and End Dates
- Description

**Status = "Completed"**

**Dates subject to Standard Date Criteria.***

**Was this peer-reviewed/referred? = "Yes"**
### Artistic and Professional Performances and Exhibits

- Performer/Exhibitor/Lecturer(s)
- Type of Work/ Other
- Work/ Exhibit Title
- Name of Performing Group
- Sponsor
- Location (City, State, Country)
- Scope
- Academic or Non-academic?
- Peer-reviewed/ referred?
- Invited or Accepted?
- By audition, commission or competition?
- Start and End Dates
- Description

- Status = “Completed But Not Released”
- Dates subject to Standard Date Criteria.*
- Was this peer-reviewed/ referred? = “Yes”

### Artistic and Professional Performances and Exhibits

- Performer/Exhibitor/Lecturer(s)
- Type of Work/ Other
- Work/ Exhibit Title
- Name of Performing Group
- Sponsor
- Location (City, State, Country)
- Scope
- Academic or Non-academic?
- Peer-reviewed/ referred?
- Invited or Accepted?
- By audition, commission or competition?
- Start and End Dates
- Description

- Status = “In Progress”
- Dates subject to Standard Date Criteria.*
- Was this peer-reviewed/ referred? = “Yes”
### Intellectual Contributions
- APA/ MLA citation style (according to Contribution Type)
- Abstract Synopsis Comments
- Reprint/ Republished Comments

### Contracts, Fellowships, Grants and Sponsored Research
- Investigator(s)
- Type/ Other
- Title
- Sponsoring Organization
- Date Awarded
- Amount
- Start and End Dates of Funding
- Abstract Comments

### Presentations
- Presenter/ Author(s)
- Presentation Type/ Other
- Presentation Title
- Conference/ Meeting Name
- Sponsoring Organization
- Location
- Start and End Dates
- Abstract Comments

### Intellectual Contributions:
- Current Status = “Published”, “In Press or in Production” or “Under Contract”.
- Dates subject to Standard Date Criteria.*

### Contracts, Fellowships, Grants and Sponsored Research:
- Current Status = “Funded”

### Presentations:
- Dates contain a value.
### Intellectual Contributions
- APA/ MLA citation style (according to Contribution Type)
- Abstract Synopsis Comments
- Reprint/ Republished Comments

### Contracts, Fellowships, Grants and Sponsored Research
- Investigator(s)
- Type/ Other
- Title
- Sponsoring Organization
- Date Awarded
- Amount
- Start and End Dates of Funding
- Abstract Comments

### Presentations
- Presenter/ Author(s)
- Presentation Type/ Other
- Presentation Title
- Conference/ Meeting Name
- Sponsoring Organization
- Location
- Date
- Abstract Comments

### Intellectual Contributions:*
- Current Status = “Accepted”, “Submitted”, “Revising to Resubmit”, “In Preparation; Not Yet Submitted” “Working Paper” or contains NO value.
- Dates subject to Standard Date Criteria*.

### Contracts, Fellowships, Grants and Sponsored Research:*
- Current Status = “Pre-Review”, “Currently Under Review” or contains NO value.

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Contracts, Fellowships, Grants and Sponsored Research

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SECTION 4 - SERVICE

Section 4A1: University Service - Departmental and Administrative Contributions

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Section 4A2: University Service - School, College, or University and Administrative Contributions

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### SECTION 5 – OTHER ACTIVITIES AND ACCOMPLISHMENTS

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<tbody>
<tr>
<td>Name of Organization</td>
<td>Start and End Dates must meet Standard Date Criteria.*</td>
</tr>
<tr>
<td>Scope of Organization</td>
<td></td>
</tr>
<tr>
<td>Start and End Dates</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Licenses and Certifications</th>
<th>Licenses and Certifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of License/ Certification</td>
<td>“Date Obtained” and “Expiration Date” must meet standard Start and End Date criteria.*</td>
</tr>
<tr>
<td>Sponsoring Organization</td>
<td></td>
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<tr>
<td>Scope</td>
<td></td>
</tr>
<tr>
<td>Date Obtained</td>
<td></td>
</tr>
<tr>
<td>Expiration Date</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
</tbody>
</table>
**SECTIONS 6 – REVIEW COMMENTS Department Personnel Committee**

- Comments of Department Personnel Committee
- Signature of the Chair of Personnel Committee
- Date

**Review Comments and Archive**

- DPC Chair Comments
- DPC Chair Name
- DPC Chair Sign-off Date

- All fields are mapped into AFR Report and are “R” (Restricted) to users’ set-up with that specific Department’s security.

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**SECTIONS 7 – REVIEW COMMENTS Department Head or Chair**

- Comments of Department Head or Chair
- Signature of Department or Chair
- Date

**Review Comments and Archive**

- Dept. Chair Comments
- Dept. Chair Name
- Dept. Chair Sign-off Date

- All fields are mapped into AFR Report and are “R” (Restricted) to users’ set-up with that specific Department’s security.

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**SECTIONS 8 – FACULTY RESPONSE COMMENTS**

- Comments of Department Head or Chair
- Signature of Department or Chair
- Date

**Review Comments and Archive**

- Faculty Comments
- Faculty Name
- Faculty Sign-off Date

- All fields are mapped into AFR Report

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**SECTIONS 9 – REVIEW COMMENTS Dean**

- Comments of Dean
- Signature of Dean
- Date

**Review Comments and Archive**

- Dean Comments
- Dean Name
- Dean Sign-off Date

- All fields are mapped into AFR Report and are “R” (Restricted) to users’ set-up with that specific College’s security.