## Faculty Data Report Narrative Form

#### Calendar Year

**NAME**:

**RANK**:

**DEPARTMENT**:

**TENURE STATUS**: (Tenured, Tenure-Track/Tenure Review Date, Teaching Faculty)

**INSTRUCTIONS**:

1. Faculty data reports are due by rank as follows:
   1. Assistant Professors – TBA
   2. Teaching Professors – TBA
   3. Associate Professors – TBA
   4. Full Professors – TBA
2. Please provide the information requested below on Teaching, Scholarship, and Service. Other information shown at the bottom of page 2 will be provided to you by the middle of January.

##### TEACHING

Please provide a narrative description of your teaching contributions during the calendar year, including, but not limited to: course development and improvement efforts, delivery innovation efforts, funding sought and/or acquired for educational development, senior design involvement, MS and PhD committee membership (in a non-advisor role), undergraduate advising, etc.

##### SCHOLARSHIP

A. Publications and Presentations – please list citation information (for the calendar year):

1. Refereed, archival journal publications
2. Refereed articles in conference proceedings
3. Other Refereed publications (books, book chapters, guest editorship of special issues, etc.)
4. Non-refereed publications
5. Patents and patent applications
6. Manuscripts prepared and currently under review
7. Invited presentations

B. Please provide a narrative discussion of your scholarship contributions during the calendar year, such as descriptions of notable achievements, unfunded projects, promising collaborations, etc.

##### SERVICE

1. Departmental committees and other departmental service (e.g., assessment activities, accreditation activities, administrative activities, student group advising, special assignments, etc.) during the calendar year
2. Institutional committees and other institutional service (e.g., student group activities such as theme housing advising, faculty advisor to athletic groups, student group mentoring/advising, WISEM, SWE, participation in CASA activities, accreditation activities, partnering in other activities with Student Life, special projects)
3. External professional engagement and service during the calendar year, including, but not limited to: regional and national committees and other professional leadership, reviews and panels (indicate number of papers and proposals reviewed), editorial work for journal and book publishers, external examinations and reviews of promotion and tenure dossiers, letters of recommendation written, community and K-12 outreach, etc.
4. Mentoring and Institutional Leadership Activities (tenured faculty only)

**HONORS AND AWARDS** (Include only honors and awards received during the calendar year)

#### START-UP FUNDS

If applicable, describe how start-up funds were used during the calendar year (e.g., summer salary, graduate student support, conference travel, equipment, etc.). Include a projection of how and when remaining funds will be used.

**PROGRESS TOWARD PROMOTION (AND TENURE) (Assistant and Associate Professors Only)**

This section should provide a brief summary of the progress the candidate has made toward promotion, and if appropriate tenure over the past year.

**GOALS AND OBJECTIVES: ASSESSMENT AND PLANS**

This section should be well thought out, in particular, if you are tenure-track or coming up for promotion. Please provide a short self-assessment of the progress you made towards last year’s goals and objectives. Indicate your goals for the coming year. You could address teaching plans/desires, research projects, papers to be submitted, proposals to write, students to graduate, anticipated service at CSM and beyond, conferences to attend, etc.

##### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Member Date

**ANNUAL CERTIFICATION OF CONFLICT-OF-INTEREST AND CONFLICT-OF-COMMITMENT DISCLOSURES**

I hereby certify that all conflict-of interest disclosures, consulting notifications, and external commitment notifications provided to CSM are accurate and fully reflect my activities over the past calendar year.

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Faculty Member Date

**THE FOLLOWING DATA WILL BE PROVIDED TO YOU AND SHOULD BE ATTACHED TO YOUR NARRATIVE**

Teaching

* Sections taught, credit hours delivered, number of students taught, student credit hours generated by course level (100 to 700), student evaluations in each course (except 700)

Graduate Students

* Number and names of PhD students graduated
* Number and names of MS-thesis students graduated
* Number and names of PhD students advised
* Number and names of MS-thesis students advised

Research Funding

* Number and list of active grants/contracts, with associated research expenditures[[1]](#footnote-1)
* Number and list of proposals written, with associated dollar amounts1
* Number and list of new awards received or announced (might overlap with the list of active grants/contracts)1

1. Covers all grants/contracts for which the faculty member is a PI, co-PI, or Senior Investigator. The percent allocation of an expenditure, request, or award amount to individual faculty members will be as defined in ORA’s records for any given grant/contract. [↑](#footnote-ref-1)