

FACULTY ACTIVITY REPORT:

INSTRUCTIONS EMBEDDED IN RED (PLEASE REMOVE INSTRUCTIONS AS YOU FILL OUT THE FORM)

(From Article 8 – Performance Evaluation)

REVIEW PERIOD: MM/DD/YYYY to 12/31/25

Name: _____

Rank: _____ Academic Program: _____

Teaching Activity and Accomplishments for the Year:

- A. **Table supplied by institutional research** (Institutional Research will provide a summary of courses delivered, student population in courses, Student Assessment of Instruction results, and summary of student comments)
- B. **Faculty commentary (only include activities from the review period):**
1. **Formal Course Delivery:** For each course delivered, provide short commentary on the course (for combined courses, list them as a single course) noting the list below. Faculty may choose to categorize the course as: first time delivered by the instructor, repeated delivery, significant course redesign, newly developed course. In addition, list comments about the course in terms of accomplishments and/or lessons learned.
 - a. Course enhancements
 - b. Instructional development
 - c. Student mentoring and support
 - d. Undergraduate
 - e. Graduate
 2. Educational resources sought or acquired: define the resource as internal or external, if it is for a shared project, note what fraction of the project you are responsible for.
 3. Anything else that should be considered for this evaluation period: Use this area to add anything for teaching that should be considered. For instance, a faculty members contributions to advising undergraduates, and formally advising/supporting graduate students would naturally be included here.

Scholarship (only include activities from the review period)

- A. **Publications** (list those published during the review period. Items that are in press, in review, or in progress must be listed in the appropriate section but must be clearly noted as such. Do not list any publication multiple times). In this section, please list your contribution to collaborative work. Ideally, a faculty member can say what fraction of the work is directly attributable to them, and, if appropriate, identify the contribution.
1. Refereed Publications (give full archival citation. When available, include the DOI number, link to publication, or the first page of the publication)
 - a. Refereed Articles in Journals
 - b. Refereed Articles in Conference Proceedings

(See Next Page for Additional Requirements)

2. Industrial collaboration or activity, or intellectual property development
 - a. Patents, Patent applications, patent disclosures. *Provide a short description of the problem addressed by the patent and why the idea is worthy of patent protection.*
 - b. Industry sponsored project not listed in teaching section
3. Books, Book Contributions, and Issues of Journals (includes books you have written or edited, contributions to edited books, and special issues of journals you have edited. Give full archival citation. When available, include the DOI number or link to publication. If published on CD-ROM give number of pages of your paper)
4. Non-refereed Publications (give publication details)
 - a. Abstracts
 - b. Non-refereed Articles in Conference Proceedings
 - c. Software
 - d. Project Reports (technical reports, final reports on grants, etc.)
 - e. Articles Posted on E-print Servers
 - f. Articles in Professional Magazines
 - g. Other (e.g., anything else with your name on it including book reviews, forewords to books/journal issues, software packages, etc.)
5. Publications in Progress (include status: submitted, under review, in press, etc.)
6. Presentations
 - a. Invited Talks (that you have given at conferences, or at organizations other than Florida Poly.)
 - b. Other Talks (by you, e.g., contributed papers or posters at conferences, talks at Florida Poly, etc.)
 - c. Co-authored Presentations (not presented by you)

B. Funded projects where there was expenditure during the year:

- Project Title:
- Project Staff:
- Source of Funds:
- Project Duration: *(identify the time frame of the grant)*
- Total Amount and estimated expenditure for the review period: *(list the total, multi-year amount of the grant and the estimated spending level for the review period)*
- Spending by the Faculty member for the current review period: *(this number should reflect spending directly in support of the faculty member's research effort, for multi investigator projects, spending reported by all investigators should sum to the actual total spending)*
- Graduate Students Supported by the effort that were directed by the faculty member during the review period:
- Under Graduate Students Supported by the effort that were directed by the faculty member during the review period:
- Synopsis of accomplishments for the project for this review period: *include a short statement that describes the technical accomplishments for the year.*

C. Proposals written during the review period.

- Project Title:
- Project Staff:
- Source of Funds:
- Project Duration:
- Total Amount:
- Number of Graduate Students planned to be Supported by the effort.
- Undergraduate Student hours planned to be Supported by the effort.
- Fraction of proposal written by you: **Include a statement on joint proposals of the fraction of the proposal effort that was your own work.**

D. Other scholarship activity (preproposal activity, unfunded work): **Short description of the work and its outcomes for the review period**

E. Any Additional Information that should be considered for this review period:

(See Next Page for Additional Requirements)

Service (include only those activities during the review period shown above):

- A. Support of student activity on campus (clubs, etc.) **Include the time commitment to the activity.**
- B. Departmental Committees (and other departmental service, include your role in the committee). **Include the time commitment to the activity.**
- C. Institutional Committees (and other institutional service). **Include the time commitment to the activity.**
- D. External Professional Service (regional and national committees, panels, etc.)
 - 1. Regional and National Committees (list committee names)
 - 2. Reviews (indicate number of papers and proposals reviewed; editorial work for journal and book publishers, external examinations, reviews for foundations and agencies, reviews of promotion and tenure dossiers, number of letters of recommendation written, etc.)
 - 3. Other External Professional Service
- E. Community Outreach (list the type of activity and the level of effort in the activity)
- F. Anything else that should be considered for this review period

Honors and Awards (include only those honors and awards received in the review period shown above)

Professional Development

- A. Describe how professional development funds or travel funds were used in the review period shown above (e.g., summer salary, graduate student support, conference travel, equipment, etc.)
- B. Provide commentary on how this activity has helped you (or not) as a faculty member.
- C. Describe any other significant professional development activity that you have accomplished this review period.

Other Pertinent Information

Other items of interest related to your academic career, e.g., items that are not well captured by this form? You can list the number of citations of your work, your H-index, etc.

Comments on Statement of Expectations from the Previous Year

Consider your statement of expectations from the last year and comment on how this statement aligns (or diverges) with your accomplishments.

Proposed Statement of Mutual Expectation for the Upcoming Year

(presented under the headings "teaching, scholarship, service) **Your Department Chair will comment on this statement and possibly modify it.**

Signature of Faculty Member

Date