

Virginia Polytechnic Institute & State University
College of Liberal Arts & Human Sciences
Faculty Annual Report
1 April 2006 – 31 March 2007

Name:

Department:

Academic rank:

Directions: Please follow the format as closely as possible. Read it fully before you begin. If a category does not apply to you for this report, you may delete it or leave it blank. No one format will fit all of the faculty of the college completely, so reasonable adaptations of certain categories may be necessary. Avoid repetition by using cross-referencing.

The annual report should list information on the following categories for the reporting period.

I. Teaching and Academic Advising

- A. All courses taught in Spring 2006, Summer I and II 2006, and Fall 2006. Use one line for each course taught in tabular format as indicated. Add or delete extra rows as necessary. If the same course was taught more than once, each section should be placed on its own line. Do not list independent studies directed here, but below in subsection **E**. Attach SPOI forms at the back of this report. Provide your department's average SPOI overall score here, if your department requires it: _____.

Term	Course Name	Course Designator and Number	Class Size	Number of Respondents	SPOI Overall Score	Credits

- B. Any other evaluations of instruction that you wish to include.
- C. The student names and titles of undergraduate research projects and honors theses directed. You may also include special achievements of undergraduate students.
- D. The names of doctoral graduates, titles of dissertations, and current positions held (if known) who graduated during the reporting period. Do the same for master graduates with theses. You may also include special achievements of graduate students.
- E. A chronological list of independent studies, field studies, special studies and internships directed.
- F. Academic advising responsibilities. List the number of undergraduate and graduate advisees by academic level and the number of graduate student committees on which you serve. You may also *briefly* list such activities as assisting with job placement, writing letters of recommendation, and continuing advising relations with former students, and include any evidence of advising effectiveness.
- G. Course, curriculum, and program development. List new courses developed and old courses revised. You may also *briefly* list special features of the course(s), including matters pertaining to service learning, multicultural or international content, and integration of technology.
- H. Contributions to the university's diversity efforts.
- I. Demonstrated efforts to evaluate or improve one's teaching effectiveness. This may include any pertinent workshops or conferences that you have attended.
- J. Guest lectures given in colleagues' classes.
- K. Recognitions, honors, or awards for teaching or academic advising effectiveness.
- L. If you care to comment on any matters related to your teaching or academic advising during the reporting period, do so here. Limit your comments to no more than 250 words.

II. Research, Scholarly, and Creative Achievements

- A. Research and scholarly publications according to the subdivisions listed below. Distinguish whether items were published or accepted during the reporting period. (Note that work currently under submission and being reviewed and work in progress should be listed in section V.)
1. Books or monographs authored.
 2. Book chapters.
 3. Books edited.
 4. Textbooks authored.
 5. Textbooks edited.
 6. Papers in refereed or peer-reviewed journals (including electronic peer-reviewed proceedings).
 7. Papers in refereed or peer-reviewed conference proceedings (including electronic peer-reviewed proceedings).
 8. Prefaces, introductions, catalogue statements, etc.
 9. Entries in reference works.
 10. Papers presented at professional meetings.
 11. Other papers and reports, including non-refereed online publications.
 12. Abstracts.
 13. Translations.
 14. Reviews of published works (e.g., books, CDs).
 15. Sponsored research and other grants and awards. Cite principal investigator(s) explicitly, as well as all names that appear on the grant proposal, year, duration of award, source (agency) of the award, and the amount. Indicate your level of responsibility.
- B. Creative publications, performances, exhibitions, and compositions according to the subdivisions listed below. Distinguish whether items were published / performed or accepted during the reporting period.
1. Novels and books (e.g., collections of essays, poems, short stories, etc.).
 2. Poems, plays, essays, musical scores.
 3. Performances, productions, films, videos, and exhibitions. Indicate venue, scale, and method of selection.
 4. Newspaper and magazine articles.
 5. Competitions and commissions.
 6. Reviews of published works (e.g., books, CDs).

7. Grant applications and awards. Cite principal investigator(s) explicitly, as well as all names that appear on the grant proposal, year, duration of award, source (agency) of the award, and the amount. Indicate your level of responsibility.

C. Editorships, curatorships, etc. according to the subdivisions listed below.

1. Journals or other scholarly publications.
2. Editorial boards.
3. Exhibitions, performances, displays, etc.

D. Contributions to the university's diversity goals.

E. Software and patents.

F. Demonstrated efforts to develop skills pertaining to one's research. This may include any pertinent workshops or conferences that you have attended.

G. Recognitions, honors, or awards connected to your research, scholarly, or creative activities.

H. If you care to comment on any matters related to your research, scholarly, or creative activities during the reporting period, do so here. Limit your comments to no more than 250 words.

III. Outreach and Public Service Accomplishments (includes all Extension Activities)

A. Specific outreach responsibilities.

B. Public service and outreach.

- II. Development activities.
- III. Educational activities.
- IV. Community presentations.
- V. Consultantships.
 6. Non-paid.
 7. Paid.

- VI. Professional development programs.
- VII. Other.

C. Professional achievements in program development and implementation.

1. Major Cooperative Extension programs (on-going).
2. Major Cooperative Extension programs (completed).
3. Grants and contracts for Cooperative Extension and outreach programs.
4. In-service training for Cooperative Extension field faculty.
5. Training for volunteers.
6. Cooperative Extension workshops for consumer audiences.
7. Invited workshops for professional audiences.
8. Liaison activities to enhance Cooperative Extension Programs.

D. Outreach publications.

1. Books and book chapters.
2. Numbered Extension publications.
3. Brochures and fact sheets.
4. Magazines, newspapers, newsletters, and popular publications.
5. Extension reports.
6. Teaching and resource materials.
7. Media presentations.

E. Contributions to the university's diversity goals.

F. Results of participant and peer evaluations concerning the significance and impact of programs.

- a. Evaluations from program participants.
- b. Impact evaluations and adoption of outreach education programs.
- c. Peer reviews.

- G. Demonstrated efforts to develop skill pertaining to outreach activities. This may include any pertinent workshops or conferences that you have attended.
- H. List any recognitions, honors, or awards connected to your outreach professional activities.
- I. If you care to comment on any matters related to your outreach professional activities during the reporting period, do so here. Limit your comments to no more than 250 words.

IV. Professional and University Service

- A. Service as an officer of an academic or professional association.
- B. Other service to one's profession or field (e.g., committee membership, development of programs, assisting colleagues).
- C. Meetings, panels, workshops, etc. led or organized.
- D. Manuscripts, grant proposals, and exhibitions reviewed or juried for presses, journals, societies, or funding agencies.
- E. University, college, and department service (e.g., committee membership, hosting visitors, organizing lectures and lecture series, recruitment, mentoring).
 - 1. University.
 - 2. College.
 - 3. Department.
- F. Service to students (e.g., involvement in co-curricular activities, advising student organizations).
- G. Recognitions, honors, or awards connected to your professional and university service.
- H. Contributions to the university's diversity goals.
- I. If you care to comment on any matters related to your professional or university service during the reporting period, do so here. Limit your comments to no more than 250 words.

V. Additional information not reflected in above categories

- A. Work currently submitted and being reviewed, including grant applications.
- B. Work in progress.
- C. If you care to comment on any matters related to interconnections among your teaching; research, scholarly, and creative activities; outreach professional activities; and professional and university service, do so here. Limit your comments to no more than 250 words.
- D. Other relevant and important activities not reflected elsewhere in this report.

VI. Goals and objectives for 2006–2007

- A. List *briefly*, as relevant, the direction of, or goals for, your work in the coming academic year in:
 - 1. Teaching activities.
 - 2. Research, scholarly, and creative works.
 - 3. Outreach professional activities.
 - 4. Professional activities.
 - 5. Professional development.
- B. Indicate how the department/college might assist you in your work and/or professional development. Limit your comments to no more than 250 words.