

# ANNUAL FACULTY ACTIVITY REPORT

(Report Start Date - Report End Date)

<b>Faculty Name:</b>	[First Name] [Initial of: [Middle Name]] [Last Name]	<b>Rank:</b>	Faculty/Staff Rank
<b>School:</b>	Kent School of Social Work	<b>Contract Type:</b>	Contract Type

## I. TEACHING

### A. Scheduled Teaching

Screen: *Scheduled Teaching*  
 Items: All records

[Semester] [Year]

Course & Section	Title	Enrollment	New Course Preparation	New Format for Existing Course
SW [Course Number]-[Section Number]	Course Name	Official Enrollment Number	New course preparation?	New format for existing course?

Credit Hours Taught:    Number of Credit Hours

### B. List any pedagogical innovations that you introduced (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

Screen: *Scheduled Teaching*  
 Items: All records  
 Criteria:

1. *Describe any pedagogical innovations that you introduced into this course during the current year (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)* has a value

[Semester] [Year], SW [Course Number]-[Section Number]

Describe any pedagogical innovations that you introduced into this course during the current year (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

### C. List any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented

Screen: *Scheduled Teaching*  
 Items: All records  
 Criteria:

1. *Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented* has a value

[Semester] [Year], SW [Course Number]-[Section Number]

Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented

### D. Non-Credit Instruction

Screen: *Non-Credit Instruction Taught*  
 Items: All records

[[Instruction Type] or [Explanation of "Other"]], [Sponsoring Organization], [Number of Participants participant(s)], [Professional or Academic?], [Audience]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Description

## E. Directed Student Learning

### 1. Independent Studies

Screen: *Directed Student Learning - Independent Studies*  
Items: All records

[Involvement Type], SW [Course Number], "[Title of Student's Work]"([Stage of Completion]),  
[Student's Home Department], [Number of Credit Hours credit hour(s)]. ([Month Started Day  
Started, Year Started - Month Completed Day Completed, Year Completed]).  
Advised: [list of **Student Information**] as "[Student First Name], [Student Last Name]"  
Comment: [Comments]

### 2. PhD Dissertations

Screen: *Directed Student Learning - PhD Dissertations*  
Items: All records

[Involvement Type], "[Title of Student's Work]"([Stage of Completion]), [[Program] or [Explanation of  
"Other"]]. ([Month Started Day Started, Year Started - Month Completed Day Completed,  
Year Completed]).  
Advised: [Student First Name] [Student Last Name]  
Comment: [Comments (Indicate where student is in the process of completion [e.g., concept  
paper approved this year, proposal defended this year, plan to graduate May 06])]

### 3. PhD Qualifying Exams

Screen: *Directed Student Learning - PhD Qualifying Exams*  
Items: All records

[Involvement], [Stage of Completion], [[Program] or [Explanation of "Other"]]. ([Start Month Start Day,  
Start Year - End Month End Day, End Year]).  
Advised: [Student First Name] [Student Last Name]  
Comment: [Note]

## F. Academic Advising

Screen: *Academic Advising*  
Items: All records

Advised [Number of MSSW Students Advised undergraduate student/ MSSW students], approximately  
[Approx. Number of Hours Spent Per Week] hours spent for the year.  
Description of Advising Activities

## G. Student Mentoring

Screen: *Student Mentoring*  
Items: All records

### 1. Students mentored who won local awards

Screen: *Students you mentored who won local awards*  
Items: All rows

[First Name] [Last Name], [Name of Award], [Calendar Year].

### 2. Students mentored who published articles

Screen: *Students you mentored who published articles*  
Items: All rows

[First Name] [Last Name], [Calendar Year].  
Citation

### 3. Students mentored who presented at conferences

Screen: *Students you mentored who presented at conferences*  
Items: All rows

[First Name] [Last Name], [Presentation Title], [Calendar Year].

#### 4. Students mentored who received national awards and/or recognition

Screen: *Students you mentored who received national awards and/or recognition*  
Items: All rows

[First Name] [Last Name], [Name of Award], [Calendar Year].

## II. Research

### A. Intellectual Contributions

Screen: *Intellectual Contributions*  
Items: All records

#### 1. [Contribution Type] or [Explanation of "Other"]

[Current Status] or [Other]

[list of **Authors** as "[Last Name], [F. N.] [M. N.]" ([Year Published]). [Title]. *[If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work]*, pp. [If Journal/Book Chapter, Page Numbers]. [City and State of Publisher]: [Journal/Publisher/Proceedings Publisher].

### B. Presentations

#### 1. Type of Presentation

Screen: *Presentations*  
Items: All records

[list of **Presenters/Authors** as "[Last Name], [First Name] [Middle Name/Initial] ([Presenter/Author])", [Conference/Meeting Name], "[Title]", [Sponsoring Organization], [Location], [Scope of Presentation], [Type of Presentation]. (Submitted: [Month Submitted Day Submitted, Year Submitted], Accepted: [Month Accepted Day Accepted, Year Accepted], Presented: [Month Presented Day Presented, Year Presented]).

### C. Contracts, Grants and Sponsored Research

#### 1. Current Status

Screen: *Contracts, Grants and Sponsored Research*  
Items: All records

[list of **Investigators** as "[Last Name], [First Name] [Middle Name/Initial] ([Role])", [list of **Graduate Students on Grant/Contract** as "[Last Name], [First Name] [Middle Name/Initial] ([Role])", [Contract/Grant/Research Type], [Contract/Grant/Research Purpose], "[Contract/Grant/Research Title]", Sponsored by [Sponsoring Organization], [Awarding Organization Is], \$[Total Grant/Contract Amount]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

### D. Research Currently in Progress

#### 1. Status

Screen: *Non-Funded Research/Grant Applications Currently in Progress*  
Items: All records

"[Title]", [Type], [Name of Potential Sponsor for Grant Application]  
Collaborators: [Name], [Institution/Company]  
Description

## III. PROFESSIONAL SERVICE

## A. Administrative Activities

Screen: *Administration Activities*  
Items: All records

[[Administration Type] or [Explanation of "Other"]], [Name of Administrative Activity (exclude Kent committees)], [approximately Approx. Number of Hours Spent Per Year hour(s) spent for the year]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).  
Brief Description of Activity

## B. Community Partnerships and Service

Screen: *Community Partnerships and Service*  
Items: All records

[[Partnership Type] or [Explanation of "Other"]], [Partnership With:], [Location], [Focus of Partnership], [[Type of Involvement] or [Explanation of "Other"]], [Compensated or Pro Bono?], [approximately Approx. Number of Hours Spent Per Year hour(s) spent for the year]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).  
Brief Description (30 Words or Less)

## C. Editorial and Review Activities

Screen: *Editorial and Review Activities*  
Items: All records

[Position/Role], [Elected or Appointed?], "[Title of Publication Reviewed/Edited]", [Organization/Committee], [Number of Items Edited or Reviewed review(s)], [Elected or Appointed?]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).  
Responsibilities/Brief Description (30 Words or Less)

## D. General Service

### 1. Service Type

Screen: *General Service*  
Items: All records

[[Kent Committee] or [Explanation of "Other"]], [[Service Type] or [Explanation of "Other"]], [Name of University Committee], [Name of Professional Organization/Board/Committee], [Was this compensated or pro bono?], [approximately Approx. Number of Hours Spent Per Year hour(s) spent for the year]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).  
Brief Description of Role/Service

## IV. AWARDS AND HONORS

### A. Teaching Awards and Honors

Screen: *Awards and Honors*  
Items: All records  
Criteria:  
1. *Scope* is equal to "Teaching"

[Award or Honor Name], [Organization/Sponsor], [[Organization/Sponsor Is] or [Explanation of "Other"]]. ([Month Day, Year]).  
Description/Explanation (30 Words or Less)

### B. Research Awards and Honors

Screen: *Awards and Honors*  
Items: All records  
Criteria:  
1. *Scope* is equal to "Research"

[Award or Honor Name], [Organization/Sponsor], [[Organization/Sponsor Is] or [Explanation of "Other"]].  
((Month Day, Year)).  
Description/Explanation (30 Words or Less)

### C. Service Awards and Honors

#### 1. Scope

Screen: *Awards and Honors*

Items: All records

Criteria:

1. **Scope** contains the text "*service*"

[Award or Honor Name], [Organization/Sponsor], [[Organization/Sponsor Is] or [Explanation of  
"Other"]]. ((Month Day, Year)).  
Description/Explanation (30 Words or Less)

### D. Other Awards and Honors

Screen: *Awards and Honors*

Items: Records not displayed above

[Award or Honor Name], [Organization/Sponsor], [[Organization/Sponsor Is] or [Explanation of "Other"]].  
((Month Day, Year)).  
Description/Explanation (30 Words or Less)

### V. OTHER ACTIVITIES NOT LISTED ABOVE

#### Faculty Development Activities Attended

Screen: *Faculty Development Activities Attended*

Items: All records

[[Activity Type] or [Explanation of "Other"]], "[Title]", [Sponsoring Organization], [City, State]. ((Start Month  
Start Day, Start Year - End Month End Day, End Year)).  
Description (30 Words or Less)