ANNUAL FACULTY ACTIVITY REPORT  
(Report Start Date - Report End Date)

Faculty Name: [First Name] [Initial of: [Middle Name]] [Last Name]  
Rank: Faculty/Staff Rank

School: Kent School of Social Work  
Contract Type: Contract Type

I. TEACHING

A. Scheduled Teaching

<table>
<thead>
<tr>
<th>Course &amp; Section</th>
<th>Title</th>
<th>Enrollment</th>
<th>New Course Preparation</th>
<th>New Format for Existing Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW [Course Number]-[Section Number]</td>
<td>Course Name</td>
<td>Official Enrollment Number</td>
<td>New course preparation?</td>
<td>New format for existing course?</td>
</tr>
</tbody>
</table>

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.)

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

D. Non-Credit Instruction

Report Generated on Report Run Date
E. Directed Student Learning

1. Independent Studies

**Screen: Directed Student Learning - Independent Studies**

- 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**

- 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**

- 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**

- 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**

1. Students mentored who won local awards

**Screen: Students you mentored who won local awards**

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

2. Students mentored who published articles

**Screen: Students you mentored who published articles**

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

3. Students mentored who presented at conferences

**Screen: Students you mentored who presented at conferences**

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

[typical citation format]

C. Contracts, Grants and Sponsored Research

1. Current Status

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

[typical citation format]

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 Appointe?], “[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"
C. Service Awards and Honors

1. Scope

   Screen: Awards and Honors
   Items: All records
   Criteria: Scope contains the text "Service"

D. Other Awards and Honors

   Screen: Awards and Honors
   Items: Records not displayed above

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)