

Annual Faculty Accomplishments Information Form

Name of Faculty:

College:

Academic Year:

Department:

Section A: Research Activities

In this section, provide detailed information regarding your accomplishments in the three areas of activity noted in the boxes below:

Report all references in APA format.

Receipt of Externally Funded Grant

Publication(s) in Refereed Journal

Publication(s) of Scholarly Book/Book Chapter

Publication(s) of Refereed Monograph

Publication(s) in Refereed Proceedings of Academic Conference

Publication(s) of Instructional Software

Publication(s) in an Acclaimed Non-Refereed Journal

Presentation(s) in Professional Meeting(s)

Publication(s) of Book Reviews

Non-Funded Research Grants

Peer Reviewer/Journal Editorial Board

Author of a document for international, national, or state board and/or professional organization

Professional/Non-refereed Publication

Action Research that Informs Practice

Journal Manuscript Submission

Section B: Creative Activities

Report all references in APA format.

Juried national or international performances or exhibitions

Juried internal, local, or regional performances or exhibitions

Non-juried national or international performances or exhibitions

Non-juried internal, local, or regional performances or exhibitions

Published long-form works (novels, films, audios, visual art collections, etc.)

Unpublished long-form works

Published short-form works (poems, videos, audios, visual art, etc.)

Unpublished short-form works

Section C: Service Activities

University Service

Name of Committee or Activity	Description of activity
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College Service

Name of Committee or Activity	Description of activity
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Departmental Service

Name of Committee or Activity	Description of activity
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Professional Organization Service

Name of Organization	Description of activity
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Community Service

Name of Organization	Description of activity
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Professional Meetings Attended (where you did not present)

Alphabetize all citations. Include: conference name, sponsor of conference, city, state. If none, type N/A.

* Faculty members in each department are expected to download the **Faculty Accomplishments Documentation Form** from the web page of the Office of Institutional Planning and Assessment (IPA). Once the form is downloaded, faculty members are expected to complete the form and return it to the department head. The Department Head tabulates the data for his or her department and submits a summary for the department to the dean in the Annual Report Section of *ComplianceAssist!*. The dean will enter the data into *ComplianceAssist!* in aggregate form for the college under the “Faculty Accomplishments Summary” section of the Annual Report. **The due date for submission of Faculty Accomplishments Documentation Form from each faculty member for the purpose of the College Annual Report is the last Friday in May of each calendar year.**