## Tab A: Sample faculty activity report

### A/P Faculty Annual Activity Report for calendar year beginning January 1, 2016 through December 31, 2016

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organizational Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Percent time in Information Technology:

\_\_\_\_\_\_\_\_\_\_

### Accomplishments

|  |  |  |
| --- | --- | --- |
| Previous Years Goals | Current years accomplishments supporting previous year’s goals  | Explanations, if any, including reasons for not accomplishing a goal |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### *The above table is to be used to concisely compare the previous year’s stated goals compared to the current year’s accomplishments. If there were previous year’s goals that could not be accomplished, indicate these challenges in the third column along with the types of support that would facilitate achieving these goals or objectives.*

**Additional accomplishments:** *Please use bullet or outline format.*

### *If applicable list:*

* *Courses taught: Include course number and name, semester taught, enrollments.*
* *Research/scholarly publications: Include complete citation. Specify if pending, accepted for publication, or published during the year.*
* *Professional publications and presentations. Indicate the venue and nature of the audience.*
* *Outreach: University outreach other than included with primary position goals and objectives.*
* *University service: Governance committees served on or chaired; ad hoc administrative working groups served on or chaired; student organizations assisted or advised*
* *Professional service: Professional organizational offices or committee service.*
* *Recognitions awarded.*
* *Certifications achieved.*
* *Contributions to diversity.*

### Goals and objectives for the coming fiscal year:

*Please list goals and objectives by major job responsibilities. Add other goals if applicable.*

### *Optional (or at supervisor’s request):*

* *Attach resume or curriculum vita*
* *Attach proposed revisions to position description*