

FACULTY ACTIVITY REPORT

Name of Faculty Member: _____

Academic Year: _____

Faculty Member's Status:	☐ Tenure Track	☐ Tenured	☐ Non-Tenure Track (Teaching)	☐ Non-Tenure Track (Professional)	☐ Non-Tenure Track (Research)	☐ Non-Tenure Track (Clinical)
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Faculty workload for full-time faculty is 15 credit hours per semester. The standard teaching load for TT/T faculty is 12 credit hours and 15 credit hours for NTT faculty. TT/T faculty are afforded 3 credit hours for service, while service activities for NTT faculty are embedded into their existing workloads. Even still, in recognition of the complexity of faculty work activities, individual faculty teaching loads are best managed at the department and school/college level with administrative oversight provided by the Office of the Provost.

I. TEACHING

Annual Teaching Goals – Provide an overview of your teaching expectations for the upcoming academic year. For T/TT faculty, the standard is 12 credit hours reported for each semester, excluding intersession and summer. If you plan to have any course replaced because of active research (Grade 1, 2, or 3), administrative or professional service, or other reasons, denote with an “x” in the column labeled “Requested Reassigned Time” and indicate the reason. For NTT Teaching Track faculty (Instructors and Lecturers), the standard teaching load is 15 credit hours per semester. For all other NTT tracks (except Research Track), the standard is 12 credit hours per semester devoted to teaching and instruction (for example, clinical supervision). Please keep in mind that if faculty have approved reassigned time during an academic semester, they are ineligible for course overload pay, except for large lectures (50+ students).

Fall Semester: Course Name	Course Number	Course Credit Hours	Course Type: Lecture /Lab	Percent Respon- sibility	Requested Reassigned Time

Course Assignment [includes Instructor of Record (IOR) assignments]

Total Credit Hours: _____

Spring Semester: Course Name	Course Number	Course Credit Hours	Course Type: Lecture /Lab	Percent Respon- sibility	Requested Reassigned Time

Course Assignment [includes Instructor of Record (IOR) assignments]

Total Credit Hours:_____

Intersession / Summer Teaching: Course Name	Course Number	Course Credit Hours	Course Type: Lecture /Lab	Percent Respon- sibility	Requested Reassigned Time

Course Assignment [includes Instructor of Record (IOR) assignments]

Total Credit Hours:_____

II. RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITIES

Annual Scholarly Goals – Provide an overview of your research and scholarly activities for the past three years and your active research expectations for the upcoming year.

Peer-reviewed publications during the past 3 academic years

Year	Peer-Reviewed Publications (Published Works) Provide Citation (link to citation)
2022-23	
2023-24	
2024-25	

Peer-reviewed work accepted for publication and/or in-press for 2024-25 academic year.

Year	Peer-Reviewed Publications Provide Authorship. (date accepted). Title. Name of publication
2024-25	

Conference presentations during the past 3 academic years

Year	Conference Presentations Provide Citation
2022-23	
2023-24	
2024-25	

Conference presentation accepted for 2024-25 academic year

Year	Conference Presentations Provide Citation
2024-25	

Sponsored Awards, Grants, and Contracts for 2024-25 (Awarded)*

Project Title	Agency/Funding Source	Role	Funding Amount	Funding Period	Funded Percent Effort (0-100%)

***Sponsored Research (may be funded internally or externally)**

Sponsored Awards, Grants, and Contracts for 2024-25 (Under Review)*

Project Title	Agency/Funding Source	Role	Funding Amount	Funding Period	Funded Percent Effort (0-100%)

***Sponsored Research (may be funded internally or externally)**

Other Research, Scholarship, and Creative Activities during the past 3 academic years

Year	Title and Brief Description of Activity (Indicate whether the activity resulted in a publication, presentation, community or guest lecture, award or certificate, or local, regional, inter/national visibility for the University.)
2022-23	
2023-24	
2024-25	

Mentored Research of Undergraduate and Graduate Students, 2024-25

Student Name(s)	Credit-Based or Paid	Brief description of research activity

Projects and Expected Outcomes for 2025-26: (List Projects and Activities for at least 3 hours per week assigned to research/scholarship/creative activities)

List Projects / Activities	Anticipated Completion Date	Category*	Anticipated Product

***Potential Categories:**

- Planning/writing/submitting/revising journal articles, books, book chapters, etc.
- Producing original creative works
- Preparation/submission/maintenance of IRB protocols
- Preparation for presentation/exhibition of scholarly/creative activities
- Development/submission/advancement of intellectual property
- Writing/submitting grant proposals
- Managing funded grant projects
- Other (please specify)

III. Professional Service

Annual Service Goals – Provide an overview of your planned service activities for the upcoming year. Describe any professional service contributions, such as leadership roles in academic or professional organizations, editorial responsibilities, or conference planning. Additionally, include community engagement efforts related to your service, such as partnerships, outreach initiatives, or public advocacy.

Departmental Involvement

Service Activity, Role, Inclusive Date:

School / College/ University Involvement

Service Activity, Role, Inclusive Date:

Community / Professional Involvement

Service Activity, Role, Inclusive Date:

IV. Comments

Dept Head/Chair Comments:

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Dean Comments:

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Advisor/Mentor Comments (if applicable):

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SIGNATURES OF ALL PARTIES (Required Annually):

Faculty Member: _____

Date _____

Department Chair/Head: _____

Date _____

Dean/Director: _____

Date _____