

APPENDIX B
FACULTY ACTIVITY REPORT
[AMENDED AUGUST 2019]

(From Article 8 – Performance Evaluation)

REVIEW PERIOD: MM/DD/YY to MM/DD/YY

Name: _____

Rank: _____ Academic Program: _____

Teaching Activity and Accomplishments for the Year:

- A. Table supplied by institutional research
- B. Faculty commentary:
 - 1. Formal Course Delivery:
 - 2. Projects included in course delivery:
 - 3. Undergraduate Advising:
 - 4. Graduate advising and student support:
 - 5. Educational resources sought or acquired:
 - 6. Anything else that should be considered for this evaluation period:

Scholarship:

- A. **Publications** (list those published during the review period. Items that are in press, in review, or in progress must be listed in the appropriate section but must be clearly noted as such. Do not list any publication multiple times.)
 - 1. Refereed Publications (give full archival citation. When available, include the DOI number, link to publication, or the first page of the publication)
 - a. Refereed Articles in Journals
 - b. Refereed Articles in Conference Proceedings
 - 2. Industrial collaboration or activity
 - a. Patents, patent applications, patent disclosures (disclosures should be specific enough to identify the activity but not so specific as to implicate publication).
 - b. Industry sponsored project not listed in teaching section
 - 3. Books, Book Contributions, and Issues of Journals (includes books you have written or edited, contributions to edited books, and special issues of journals you have edited. Give full archival citation. When available, include the DOI number or link to publication. If published on CD-ROM, give number of pages of your paper.)
 - 4. Non-refereed Publications (give publication details)
 - a. Abstracts

(See Next Page for Additional Requirements)

- b. Non-refereed Articles in Conference Proceedings
 - c. Software
 - d. Project Reports (technical reports, final reports on grants, etc.)
 - e. Articles Posted on E-print Servers
 - f. Articles in Professional Magazines
 - g. Other (e.g., anything else with your name on it including book reviews, forewords to books/journal issues, software packages, etc.)
- 5. Publications in Progress (include status: submitted, under review, in press, etc.)
 - 6. Presentations
 - a. Invited Talks (that you have given at conferences, or at organizations other than Florida Poly.)
 - b. Other Talks (by you, e.g., contributed papers or posters at conferences, talks at Florida Poly, etc.)
 - c. Co-authored Presentations (not presented by you)

B. Funded projects where there was expenditure during the year:

- Project Title:
- Project Staff:
- Source of Funds:
- Project Duration:
- Total Amount and estimated expenditure for the review period:
- Spending by the Faculty member for the current review period:
- Graduate students supported by the effort that were directed by the faculty member during the review period:
- Undergraduate students supported by the effort that were directed by the faculty member during the review period:
- Synopsis of accomplishments for the project for this review period:

C. Proposals written during the review period:

- Project Title:
- Project Staff:
- Source of Funds:
- Project Duration:
- Total Amount:
- Number of graduate students planned to be supported by the effort:
- Undergraduate student hours planned to be supported by the effort:
- Fraction of proposal written by you:

D. Other scholarship activity (preproposal activity, unfunded work):

E. Any Additional Information that should be considered for this review period:

(See Next Page for Additional Requirements)

Service (include only those activities during the review period shown above):

- A. Support of student activity on campus (clubs, etc.)
- B. Departmental Committees (and other departmental service, include your role in the committee)
- C. Institutional Committees (and other institutional service)
- D. External Professional Service (regional and national committees, panels, etc.)
 - 1. Regional and National Committees (list committee names)
 - 2. Reviews (indicate number of papers and proposals reviewed; editorial work for journal and book publishers, external examinations, reviews for foundations and agencies, reviews of promotion and tenure dossiers, number of letters of recommendation written, etc.)
 - 3. Other External Professional Service
- E. Community Outreach (list the type of activity and the level of effort in the activity)
- F. Anything else that should be considered for this review period

Honors and Awards (include only those honors and awards received in the review period shown above)

Professional Development

- A. Describe how professional development funds or travel funds were used in the review period shown above (e.g., summer salary, graduate student support, conference travel, equipment, etc.)
- B. Provide commentary on how this activity has helped you (or not) as a faculty member.
- C. Describe any other significant professional development activity that you have accomplished this review period.

Other Pertinent Information

Comments on Statement of Expectations from the Previous Year

Proposed Statement of Mutual Expectation for the Upcoming Year

(presented under the headings "teaching, scholarship, service)

Signature of Faculty Member

Date