

This template maps sections of your Faculty Annual Report to the data entry screens in Virginia Tech’s Elements EFAR system. Because the EFAR system can be used to generate different types of reports, the data entry screens do not look like your FAR. This template shows you which data entry screen to use for each type of activity, and highlights key data fields that are required in order for your FAR to generate correctly.

- **You do not need to fill in every blank on every screen.**
- When you are entering data, **be sure to include a date** (at least Month and Year) for each activity.
- When you generate your report, it will be in a different format (similar to the promotion and tenure dossier) but will contain all of the same information. You will be able to edit the report before submitting it.

[Your Organization]
College of [College]
Faculty Annual Report
[Report Start Date] - [Report End Date]

Name _____ Department _____ Academic Rank _____

I Teaching and Academic Advising

A. A chronological list of all course taught during Spring Report Start Year, Summer I and II Report Start Year, and Fall Report Start Year. Independent studies are listed in subsection I.E.

Term	Course Name	Course Designator and Number	Credit Hours	Class Enrollment	Instructor's Role (if not solely responsible)
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Much of this information will be automatically uploaded each semester from the registrar’s database. Please go to **Teaching>Virginia Tech Course Taught** to review the information for accuracy and to indicate whether you were the Primary Instructor or had another role. Information about variable credit courses and cross-listed courses may need to be added or revised.

B. A chronological list of non-credit courses, workshops, and other outreach and extension teaching. Enter under **Teaching>Other teaching**.

C. The student names and titles of theses, dissertations, other graduate degree projects, major undergraduate research projects, and honors theses directed. Enter under **Teaching>Graduate Student Supervision** or **Teaching>Undergraduate Student Supervision**. Be sure to indicate that your **Supervisory Role** is Committee Chair or Committee Co-chair.

D. Postdoctoral fellow training and their research output and subsequent employment. Enter under **Teaching>Postdoctoral Associate Supervision**.

E. A chronological list of independent studies, field studies, special studies, and internships directed.	Enter under Teaching>Graduate Student Supervision or Teaching>Undergraduate Student Supervision . Be sure to indicate that your Supervisory Role is Committee Chair or Committee Co-chair.										
F. Special achievements of current and former undergraduate and graduate students.	Enter under Teaching>Graduate Student Supervision or Teaching>Undergraduate Student Supervision .										
G. Current academic advising responsibilities. List the number of undergraduate and graduate advisees by academic level. Please include the students who are currently working on their theses, dissertations, etc. You may also <i>briefly</i> list such activities as assisting with job placement, writing letters of recommendation, and continuing advising relations with former students, and include any evidence of advising effectiveness.	Enter under Teaching>Student Advising .										
H. Course, curriculum, and program development. List new courses developed and old courses revised. You may also briefly list special features of the course(s), including matters pertaining to service learning, multicultural or international content, diversity, and integration of technology.	Teaching>Course developed or Teaching>Program/curriculum developed										
I. Student Perception of Teaching. Attach SPOT forms to the back of this report. Department average SPOT score (if required):											
Term	Course Name and Designator	Class Size	Number of Respondents	Instructor was well prepared	Instructor presented subject matter clearly	Instructor provided feedback	Instructor fostered atmosphere of mutual respect	I have a deeper understanding of the subject matter	My interest was stimulated	Overall the instructor's teaching was effective	
SPOT scores cannot be entered into the EFAR system at this time. They may be entered into your report manually or attached after you create the report.											
J. Peer evaluations of instruction, if applicable, and any other evaluations of instruction that you wish to include.	Evaluations cannot be entered into the EFAR system at this time. They may be entered into your report manually or attached.										
K. Alumni/ae evaluations of instruction. Inclusion of alumni/ae evaluations of instruction is optional. If included, describe how the letters/evaluations were solicited	Evaluations cannot be entered into the EFAR system at this time. They may be entered into your report manually or attached.										
L. Demonstrated efforts to improve one's teaching effectiveness. This may include any pertinent workshops or conferences that you have attended.	Professional activities>Professional development activities>Scope=Teaching and advising										

M. Recognitions, honors, or awards for teaching or academic advising effectiveness.	Professional Activities>Award, Honor, or Recognition. Be sure to indicate that the Purpose of Recognition is “Teaching and Advising”.
N. Guest lectures given in colleagues’ classes.	Teaching>Other teaching
O. International teaching accomplishments:	To indicate an international activity, enter the activity in the appropriate section, then open the activity and select Labels . Select VT Strategic Initiatives and select International Activity .
1. International teaching recognition and awards	
2. International teaching and study abroad activities	
3. Other international teaching activities	
P. Teaching contributions to diversity	To indicate a contribution to diversity, enter the activity in the appropriate section, then open the activity and select Labels . Select VT Strategic Initiatives and select Diversity and inclusion .
Q. If you care to comment on any matters related to your teaching or academic advising during the reporting period, do so here.	Record of Impact Create a record of impact to provide a brief narrative about your work. Link the record of impact to related activities (a course, or other teaching activity).

II. Research, Scholarly, and Creative Achievements

A. Awards, prizes, and recognition	Professional Activities>Award, Honor, or Recognition. Be sure to indicate that Purpose of Recognition is “Research and Creative Activities”.
B. Research and scholarly publications, creative publications, performance, exhibitions, and compositions according to the subdivisions listed below. Distinguish whether items were published or accepted during the reporting period. (Note that work currently under submission and being reviewed and work in progress should be listed in section V.) All of these activities are entered under Publications . Select the appropriate type from the menu. Be sure to enter Status = “Published” and Relationship = “author of” unless otherwise noted.	
1. Books or monographs authored	Book (indicate type of book is “scholarly book”)
2. Book chapters	Book chapter or section, subtype = “chapter”
3. Books edited	Book (indicate type of book is “scholarly book” and relationship is “editor of”)
4. Textbooks authored	Book (indicate type of book is “textbook”)

5. Textbooks edited.	Book (indicate type of book is “textbook” and relationship is “editor of”)
6. Papers in refereed or peer-reviewed journals (including electronic peer-reviewed journals).	Refereed journal article
7. Numbered extension publications	Numbered extension publication
8. Papers in refereed or peer-reviewed conference proceedings (including electronic peer-reviewed proceedings)	Conference, type of presentation is “paper”, indicate whether peer reviewed based on abstract or full paper
9. Prefaces, introductions, catalogue statements, etc.	Book chapter or section, subtype is catalogue statement or other
10. Entries in reference works	Book chapter or section, subtype is encyclopedia entry
11. Abstracts	Conference, type of presentation is “abstract”
12. Translations	Select the appropriate publication type and indicate relationship is “translator of”
13. Reviews of published works (e.g., books, CDs)	Journal article, subtype is “review”
14. Newspaper and magazine articles	Other
15. Other non-refereed papers and reports, including non-refereed online publications	Journal article or report as appropriate
16. Presentations at professional meetings	Conference, indicate type of presentation
17. Invited non-conference presentations or lectures	Presentation, select “invited”
18. Novels and books (e.g., collections of essays, poems, short stories, etc.)	Book
19. Poems, plays, essays, musical scores	Book chapter or section or journal article with subtype poem, play, essay, short fiction as appropriate, or composition, as appropriate
20. Performances, productions, film, videos, and exhibitions. Indicate venue, scale, and method of selection.	Performance, exhibition
21. Competitions and commissions	Performance, exhibition, composition as appropriate, and check the box to indicate that it was a competition or commission
22. Digital scholarship	Internet publication
C. Grant applications and awards. Cite principal investigator(s) explicitly, as well as all names that appear on the grant proposal, year, duration of award, source (agency) of the award, and the amount. Indicate your level of responsibility	Grants>External funding, Grants>Internal Funding or Grants>Proposal
D. Editorships, curatorships, etc., according to the subdivision listed below:	

1. Journals or other scholarly publications	Professional Activities>Editorial/curatorial> publication type = journal article, book, chapter, scholarly edition, and committee role = chair, co-chair, vice chair
2. Editorial boards.	Professional Activities>Editorial/curatorial> publication type = journal article, book, chapter, scholarly edition, and committee role = member
3. Exhibitions, performance, displays, etc.	Professional Activities>Editorial/curatorial> publication type = exhibition, performance, artefact, design
E. Evidence of economic contribution to the Commonwealth of Virginia:	
1. Start-up businesses	Professional Activities>Business start-up
2. Evidence of commercialization of discoveries	Must be entered manually after you generate the report.
F. Software and patents.	Publications>Patent or Publications>Software/Code
G. International research accomplishments: To indicate an international activity, open the activity and select Labels. Select VT Strategic Initiatives and select International Activity.	
1. International research recognition and awards	
2. International research collaborations	
3. Other international research activities	
H. Research contributions to diversity	To indicate a contribution to diversity, open the activity and select Labels. Select VT Strategic Initiatives and select Diversity and inclusion.
I. Demonstrated efforts to develop skills pertaining to one's research. This may include any pertinent workshops or conferences that you have attended.	Professional Activities>Professional development>Scope=Research and creative activities
J. If you care to comment on any matters related to your research, scholarly, or creative activities during the reporting period, do so here. Limit your comments to no more than 250 words.	Record of Impact Create a record of impact to provide a brief narrative about your work. Link the record of impact to related activities

III. Outreach and Public Service Accomplishments (includes all Extension activities)

A. International outreach and public service To indicate an international activity, enter the activity in the appropriate section, then open the activity and select Labels. Select VT Strategic Initiatives and select International Activity.	
1. International outreach recognition and awards	
2. International outreach collaborations	

3. Other international outreach and service activities	
B. Professional service accomplishments	
1. Service as an officer of an academic or professional association	Professional Activities>Office held , indicate scope = professional
2. Professional meetings, panels, workshops, etc., led or organized	Professional Activities>Event administration , indicate scope = professional
3. Peer reviews of manuscripts, articles, grant proposals, promotion and tenure dossiers outside of Virginia Tech, performance, production, films, videos, and exhibitions	Professional Activities>Manuscript reviewing/refereeing Professional Activities>Grant proposal review Professional Activities>Promotion/Tenure assessment
4. Other service to one's profession or field (e.g., service on committees)	Professional Activities>Committee service , indicate scope = professional
C. Additional Outreach and extension activities and outcomes. This section is designed to capture outreach and extension-related program activity that is not reported in previous sections. Please include the results of participant and peer evaluations concerning the significance and impact of programs and activities where available. Specific areas that may be reported here include:	
1. Peer evaluations of extension program(s)	Professional Activities>Program or institutional review , check box by "Extension?"
2. Professional achievements in program development, implementation, and evidence of impact.	Professional Activities>Extension Activity, Record of Impact
3. Outreach publications, including trade journals, newsletters, websites, journals, multimedia items, reports, brochures, fact sheets, magazines, newspapers, and popular publications.	Publications>Other publications
4. Presentations in area of expertise to community and civic organizations, including schools and alumni/ae groups, etc.	Professional Activities>Non-scholarly presentation
5. Service on external boards, commissions, and advisory committees	Professional Activities>Committee service , scope = public
6. Expert witness/testimony	Professional Activities>Expert witness
7. Consulting that is consistent with university/department priorities	Professional Activities>Consulting/advisory
8. Recognitions and awards for outreach and extension effectiveness	Professional Activities>Award, Honor, or Recognition , recognition type = outreach and extension
9. Media interviews, presentations	Professional Activities>Interviews
10. P-12 Partnerships, including partnership name, P-12 contact person, goals, number of participants (e.g., teachers, students, administrators, counselors)	Professional Activities>Other professional activity , scope=college

11. Public service activities not reported elsewhere	Professional Activities>Other professional activity , scope = public
D. Demonstrated efforts to develop skill pertaining to outreach activities. This may include any pertinent workshops or conferences that you have attended.	Professional Activities>Professional development>Scope=Outreach and extension
E. Outreach and public service contributions to diversity	To indicate a contribution to diversity, enter the activity in the appropriate section, then open the activity and select Labels . Select VT Strategic Initiatives and select Diversity and inclusion .
F. If you care to comment on any matter relate to your outreach professional activities during the reporting period, do so here.	Record of Impact Create a record of impact to provide a brief narrative about your work. Link the record of impact to related activities

IV. University Service

A. University meetings, panels, workshops, etc. led or organized	Professional Activities>Event administration , scope = university
B. University, college, and department service, including administrative responsibilities (e.g., committee membership, hosting visitors, organizing lectures and lecture series, recruitment, mentoring.).	
1. University	Professional Activities>Committee service or administrative assignment or service to colleagues , scope = university
2. College	Professional Activities>Committee service or administrative assignment or service to colleagues , scope = college
3. Department	Professional Activities>Committee service or administrative assignment or Service to colleagues , scope = department
C. Contributions to diversity	To indicate a contribution to diversity, enter the activity in the appropriate section, then open the activity and select Labels . Select VT Strategic Initiatives and select Diversity and inclusion .
D. Service to students (e.g., involvement in co-curricular activities, advising student organizations).	Professional Activities>Service to students
E. Recognitions, honors, or awards connected to your professional and university service	Professional Activities>Award, Honor, or Recognition , recognition type = service
F. If you care to comment on any matters related to your professional or university service during the reporting period, do so here.	Record of Impact Create a record of impact to provide a brief narrative about your work. Link the record of impact to related activities.

V. Additional Information Not Reflected in Above Categories

A. Work currently submitted and being reviewed, including grant applications	Status = Submitted
B. Work in progress	Status = In preparation
C. If you care to comment on any matters related to interconnections among your teaching; research, scholarly, and creative activities; outreach professional activities; activities involving diversity; and professional and university service, do so here.	This cannot be entered into the EFAR system at this time. It may be entered into your report manually.
D. Other relevant and important activities not reflected elsewhere in this report.	This cannot be entered into the EFAR system at this time. It may be entered into your report manually.

VI. Goals and Objectives for the Coming Academic Year

A. List briefly, as relevant, the direction of, or goals for, your work in the coming academic year in: This cannot be entered into the EFAR system at this time. It may be entered into your report manually.	
1. Teaching activities	
2. Research, scholarly, and creative works.	
3. Outreach professional activities.	
4. Professional and University Service	
5. Professional development.	
6. Activities related to diversity	
B. Indicate how the department/college might assist you in your work and/or professional development.	