

**Professor:** \_\_\_\_\_  
**Department:** \_\_\_\_\_

## COLLEGE OF SCIENCE FACULTY ACTIVITIES REPORT

*This document maps the COS Faculty Activity Report sections to the activity types in the Elements EFAR system. Follow these guidelines in order to produce a draft FAR. Be sure to enter a date for each activity.*

*Some data is not captured in Elements and will need to be added manually. Generate a Word document by clicking on CV and Reports under Build on the Menu tab and selecting Draft Virginia Tech FAR. Be sure to specify the appropriate date range for your FAR. You may then edit the resulting Word document to add any additional information required by your college or department.*

### I. INSTRUCTIONAL ACTIVITIES

#### A. Courses Taught:

*Courses taught at Virginia Tech will be imported into Elements from the registrar's teaching database. You can review them and add additional information about the course by adding a manual record. Note that SPOT scores cannot be entered into Elements at this time.*

#### B. Course Development:

[Teaching>Course developed](#)  
[Teaching>Program/curriculum developed](#)

### II. RESEARCH ACTIVITIES

#### A. Scholarly/Creative Production:

*For activities to appear in this section of the report, enter them in the Elements Publication module and be sure indicate the appropriate status.*

Books (published or in-press):

[Publications>Book, type of book=scholarly book, status= published or accepted](#)

Papers Published (since last FAR):

[Publications>Refereed journal article or journal article and subtypes=article, status=published](#)

Papers In-Press:

[Publications>Refereed journal article or journal article and subtypes=article, status=accepted](#)

## Papers Submitted:

[Publications>Refereed journal article or journal article and subtypes=article, status=submitted](#)

## Abstracts Published

[Publications>Conference and type of presentation=abstract and peer reviewed=Yes, abstract only, status=published](#)

*Be sure to enter a Publication or presentation date – this is the date used by the system to select the item for reporting*

## Abstracts In-Press

[Publications>Conference and type of presentation=abstract and peer reviewed=Yes, abstract only, status=accepted](#)

## Abstracts Submitted

[Publications>Conference and type of presentation=abstract and peer reviewed=Yes, abstract only, status=submitted](#)

## Grants (continuing):

*Grants managed by Virginia Tech's Office of Sponsored Programs are imported into the system on a monthly basis. You can add additional information by adding a manual record.*

[Grants>External funding](#)

[Grants>Internal funding](#)

## Grants (new):

[Grants>External funding](#)

[Grants>Internal funding](#)

## Grants (pending):

[Grants>Proposals](#)

## Proposal(s) (declined):

[Grants>Proposals](#)

## Invited Lectures/Seminars:

[Publications>Conference or Presentation and invited=checked](#)

## Presentations at Scientific/Professional Conferences:

[Publications>Conference and type of presentation=paper](#)

[Publications>Poster](#)

*Be sure to enter a Publication or presentation date – this is the date used by the system to select the item for reporting*

Graduate Students Funded on Grants:

*Not currently captured in Elements. This information must be added manually after the report is generated*

Postdoctoral Associates/Research Associates Funded on Grants:

[Teaching>Postdoctoral associate supervision](#)

Other activities that you believe should appear here rather than under instructional activities or service:

*Not currently captured in Elements. This information must be added manually after the report is generated*

Work in progress, indicate degree of development:

[Publications \(all types\)>publication-status=In preparation](#)

Development of Web, software, etc.:

[Publications>Software/Code](#)

Other (work that did not receive funding):

*Not currently captured in Elements. This information must be added manually after the report is generated*

### **III. ADVISING**

#### **A. Undergraduate Advising:**

[Teaching>Undergraduate student supervision \(use this category for undergraduate research, honors thesis, or other individual student project supervision\)](#)  
[Teaching>Student advising \(use this category for providing course, curriculum, or career advice to students\)](#)

#### **B. Graduate Advising:**

[Teaching>Graduate student supervision](#)

### **IV. OUTREACH AND SERVICE**

#### **A. University Service:**

[Professional Activity>Event administration and participant scope=university or college or department](#)

Professional Activity>Committee service or Clinical service or Administrative assignment or Service to colleagues and institutional scope=university or college or department  
Professional Activity>Service to students

**B. Professional Service:**

Professional Activity>Office held and institutional scope=professional  
Professional Activity>Committee service and institutional scope=professional  
Professional Activity>Manuscript reviewing/refereeing and Publication Type=Conference or Grant Proposal Review or Promotion/Tenure assessment or Program/Institutional Review  
Professional Activity>Event administration and participant scope=professional

**C. Public Service and Connections of Teaching and Research to Outreach:**

*Many "Professional activities" categories could fit here. These are some examples. Be sure to select scope=public.*

Professional activities>Non-scholarly presentation  
Professional activities>Committee service and institutional scope=public  
Professional activities>Interviews  
Professional activities>Event administration, participant scope=public

**V. PROFESSIONAL DEVELOPMENT:**

Professional activities>Professional development activity

**VI. HONORS AND AWARDS:**

Professional Activities>Award, Honor, or Recognition

**VII. DIVERSITY:**

*Elements uses labels to identify these activities. Enter the activity in the appropriate category, then add a label to identify it as related to inclusion and diversity. Find this label under VT Strategic Initiatives.*

**VIII. STATEMENT OF PLANS AND GOALS FOR ACADEMIC YEAR 2016-17:**

*Not currently captured in Elements. This information must be added manually after the report is generated.*

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_