

**Virginia Tech
College
Faculty Annual Report
[Report start date] – [Report end date]**

This document maps the 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. Edit the resulting document to add any additional information required by your college or department.

Name: [Imported from Banner](#)

Department: [Imported from Banner](#)

Academic Rank: [Imported from Banner](#)

I. Teaching and Advising Effectiveness

A. Recognition and awards for teaching or advising effectiveness

[Professional activities>Award, Honor, or Recognition, Purpose of recognition=Teaching and Advising](#)

B. A chronological list of courses taught during this reporting period.

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

C. A chronological list of non-credit courses, workshops, and other related outreach and/or extension teaching since the date of appointment to Virginia Tech.

[Teaching>Other teaching](#)

[Teaching>Other Vet Med lectures delivered](#)

D. Completed theses, dissertations, other graduate degree projects, major undergraduate research projects, and honors theses directed

[Teaching>Graduate student supervision, Supervisory role=committee chair or committee co-chair](#)

[Teaching>Undergraduate student supervision](#)

E. Postdoctoral Fellow training and research

[Teaching>Postdoctoral associate supervision](#)

[Teaching>House officer supervision](#)

F. Current positions held by the candidate's masters and doctoral recipients

[Teaching>Graduate student supervision](#)

G. Special achievements of current/former undergraduate and graduate students

[Teaching>Graduate student supervision](#)

[Teaching>Undergraduate student supervision](#)

H. Current academic advising responsibilities—graduate and undergraduate

[Teaching>Graduate student supervision](#)

[Teaching>Undergraduate student supervision \(use this category for undergraduate research, honors thesis, or other individual student project supervision\)](#)

[Teaching>Student advising \(use this category for providing course, curriculum, or career advice to students\)](#)

I. Course, curriculum, and program development

[Teaching>Course developed](#)

[Teaching>Program/curriculum developed](#)

J. Student evaluations of instruction

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

K. Peer evaluations of instruction

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

L. Alumni evaluations of instruction

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

M. Demonstrated efforts to improve one's teaching effectiveness

[Professional activities>Professional development activity, Scope = Teaching and advising](#)

II. Research and Creative Activities

A. Awards, prizes, and recognitions

[Professional activities>Award, Honor, or Recognition, Purpose of recognition=research and creative activities](#)

[Professional activities>Fellowship](#)

B. List of contributions

For activities to appear in this section of the report, enter them in the Elements Publication module and be sure that status=published or accepted. The Publication module is the place to report all scholarly and creative activities. "Published" should be considered to mean "completed", and should include "performed" and "presented" as well as "published".

1. Books or monographs

Publications>Book, type of book=scholarly book
Publications>Scholarly edition

2. Book chapters or sections

Publications>Book Chapter or Section and subtype=chapter, short fiction, poem, play, or essay

3. Books edited

Publications>Book, type of book=scholarly book and relationship=editor

4. Textbooks authored

Publications>Book, type of book=textbook

5. Textbooks edited

Publications>Book, type of book=textbook and relationship=editor

6. Papers in refereed journals (both print and electronic)

Publications>Refereed journal article and subtypes=article

7. Papers in refereed conference proceeding

Publications>Conference, type of presentation=paper and peer reviewed=yes, full paper
Be sure to enter a Publication or presentation date – this is the date used by the system to select the item for reporting

8. Performances, exhibitions, compositions

Publications>Performance or Exhibition or Composition

9. Digital scholarship

Publications>Internet publication

10. Reviews

Publications>Refereed journal article or journal article and subtypes=review

11. Numbered extension publications

Publications>Numbered extension publication

12. Prefaces, introductions, catalogue statements, etc.

Publications>Book Chapter or Section and subtypes=Encyclopedia entry or catalogue statement or other

13. Papers and posters presented at professional meetings

Publications>Conference and type of presentation=paper

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

Publications>Poster

14. Translations

Publications>Book, type of book=scholarly book and relationship=translator

Publications>Book Chapter or Section and relationship=translator

Publications>Refereed journal article and relationship=translator

Publications>Journal article and relationship=translator

15. Abstracts

Publications>Conference and type of presentation=abstract and peer reviewed=Yes, abstract only

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

16. Other papers and reports

Publications>Refereed journal article and subtypes=letter, editorial, addendum, erratum, rapid communication

Publications>Journal article

Publications>Report

Publications>Other

17. Intellectual properties

a. Software

Publications>Software/Code

b. Patents

Publications>Patent

c. Disclosures (pre-patent)

Publications>Disclosure

C. Sponsored research and other grant awards

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>Proposals

D. Invited keynote presentations or lectures

Publications>Conference or Presentation and invited=checked

E. Editorships, curatorships, etc.

1. Journals or other learned publications

Professional activities>Editorial/curatorial, type of publication=journal article, book, chapter, scholarly edition and role=chair, co-chair, vice chair

2. Editorial boards

Professional activities>Editorial/curatorial, type of publication= journal article, book, chapter, or scholarly edition and role=member

Professional activities>Manuscript reviewing/refereeing and Publication type=Journal article, book, chapter

3. Exhibitions, performances, displays, etc.

Professional activities>Editorial/curatorial and type of publication=Exhibition, Performance, Artefact, Design

F. Economic contributions and entrepreneurship

1. Start-up businesses

Professional activities>Business start-up, start-date is within the reporting date range
Include: title, description

2. Commercialization of discoveries

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

3. Other

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

III. International and Professional Service and additional Outreach and Extension Activities

A. International programs accomplishments

Elements uses labels to identify these activities. Enter the activity in the appropriate category, then add a label to identify it as an international activity. Find this label under VT Strategic Initiatives.

1. International recognition and awards

Professional Activities>Award, Honor, or Recognition and Label=international activity

2. International research collaborations

Publications or Grants with a label=international activity

3. Other international activities

Teaching or Professional Activities with a label=international activity

B. Professional service accomplishments

1. Service as an officer of an academic or professional association

Professional Activity>Office held and institutional scope=professional

2. Other service to one's profession or field (e.g., service on committees)

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

3. Professional meetings, panels, workshops, etc., led or organized

Professional Activity>Event administration and participant scope=professional

C. Efforts to diversify the disciplines such as:

Elements uses labels to identify these events. 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.

1. Disciplinary or interdisciplinary efforts to attract and retain underrepresented students to different majors and graduate programs at Virginia Tech.

Professional Activity>Service to students and Label=Diversity and inclusion

2. Participation in campus, local, regional, or national organizational efforts to promote diversity and inclusion in scholarly or professional fields.

Professional Activity>Event participation and Label=Diversity and inclusion

D. Additional outreach and extension activities and outcomes

1. Peer evaluations of extension program(s)

Professional activities>Program or institutional review and extension is checked

2. Professional achievements in program development, implementation, and evidence of impact

Professional activities>Extension activity

3. Outreach and extension publications, including trade journals, newsletters, websites, journals, multimedia items, etc.

Publications>Journal article or Presentation or Internet publication or Report or Other and extension is checked

4. Presentations in area of expertise to community and civic organizations, including schools and alumni groups, etc.

Professional activities>Non-scholarly presentation

5. Outreach to underrepresented or underserved communities, in the Commonwealth, domestically, or internationally.

Enter the activity in the appropriate category, then add a label to identify it as related to inclusion and diversity.

6. Service on external boards, commissions, and advisory committees

Professional activities>Committee service and institutional scope=public

7. Expert witness/testimony

Professional activities>Expert witness

8. Consulting that is consistent with university/department priorities

Professional activities>Consulting/advisory

9. Recognitions and awards for outreach and extension effectiveness

Professional activities>Award, Honor, or Recognition and purpose of recognition=Outreach and extension

10. Media interviews

Professional activities>Interviews

11. Other outreach or public service activities

Professional activities>Other professional activity

Professional activities>Event administration, participant scope=public

IV. University Service

- A. University meetings, panels, workshops, etc. led or organized

Professional Activity>Event administration and participant scope=university or college or department

- B. Department, college, and university service, including administrative responsibilities

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

- C. Service that promotes diversity and inclusion

Enter the activity in the appropriate category, then add a label to identify it as related to inclusion and diversity.

- D. Service to students—involvement in co-curricular activities, advising student organizations, etc.

Professional Activity>Service to students

- E. Recognition and awards for professional and university service

Professional activities>Award, Honor, or Recognition and purpose of recognition=Service

V. Work Under Review or In Progress

- A. Work submitted and under review

Publications (all types)>publication-status=submitted

- B. Work in progress

Publications (all types)>publication-status=In preparation

VI. Other Pertinent Activities

- A. Professional development activities

Professional activities>Professional development activity

- B. Personal Statement or Self-Evaluation (as required by department - must be added manually)

- C. Goals for the Current Year (as required by department - must be added manually)

- D. Goals for the Coming Year (as required by department - must be added manually)