

**COLLEGE OF ENGINEERING
ANNUAL FACULTY ACTIVITY REPORT
(FOR THE PERIOD 1/01/16 – 12/31/16)**

Note that the system will produce a university FAR template based on the P&T dossier. College specific fields may not be populated at this time. On the Menu tab, go to **CV and Reports** and choose **Faculty Activity Report**. Enter start date and end date for the calendar year, and select **Download as Word document**. You may then edit the Word document to provide additional information requested for your FAR.

NAME:
RANK:
DEPARTMENT:

SECTION ONE - PROFESSIONAL PLAN FOR CALENDAR YEAR 2017

List major goals that you wish to accomplish in the next calendar year, including curriculum revision, research proposal submissions, papers you want to write and submit, conferences you plan to host, short courses you want to give and international programs that you plan to create or support, etc.

Information in Section One is not currently captured in the electronic system. You will need to enter this information directly into the word document.

- I. **TEACHING AND STUDENT ACTIVITY GOALS**
- II. **RESEARCH GOALS**
- III. **SCHOLARSHIP GOALS**
- IV. **OUTREACH GOALS**
- V. **SERVICE GOALS**
- VI. **DIVERSITY GOALS**
- VII. **INTERNATIONAL GOALS**

SECTION TWO - ACCOMPLISHMENTS FOR CALENDAR YEAR 2016

I. TEACHING AND STUDENT ACTIVITIES

- A. LISTING OF COURSES TAUGHT by academic semester including summer and television/on-line/off-campus activity (include research/project credits).

This information should be automatically uploaded from the Registrar's database. To check the record for accuracy and add additional information if necessary, go to **teaching activities** (on the menu tab or near the bottom of the home page or your profile page) and click on **Virginia Tech courses taught**.

Semester	Course Name	Course No.	Credit Hrs.	No. of Lab or Recitation Sections	Course Enrollment

- B. NEW COURSES DEVELOPED OR OTHER TEACHING IMPROVEMENTS
(Provide course name, credit hours, labs or recitation sections when first offered.
Include examples of communications technology introduced to the curriculum).

This information must be entered manually under **teaching activities** as a **Course developed or Program/curriculum developed**.

- C. INSTRUCTIONAL VIDEOS, LABORATORY MANUALS, SOFTWARE, and OTHER TEACHING MATERIALS DEVELOPED (If applicable, provide the course number, credit hours, labs or recitation).

On the Home tab, choose **publications** and review what has already been uploaded via databases within the eFARs system. To add a publication for this section, find the appropriate type under the drop-down menu and follow the step-by-step entry guide.

- D. STUDY ABROAD & INTERNATIONAL DUAL DEGREE PROGRAMS (led, organized or coordinated)

1. Study abroad programs led or organized – indicate number of students, dates and duration, countries visited, collaborating institution(s) and sources of funding for the program.
Choose the appropriate teaching activity (**course taught, course developed, program/curriculum developed**). After the activity is entered, open the activity and select **Labels**. Select **VT Strategic Initiatives** and select **International Activity**.
2. Dual degree programs initiated – indicate degree and international partner.
Choose **program/curriculum developed**. After the activity is entered, open the activity and select **Labels**. Select **VT Strategic Initiatives** and select **International Activity**.
3. Dual degrees coordinated – indicate degree(s), partner and number of students from each school enrolled.
Choose **program/curriculum developed**. After the activity is entered, open the activity and select **Labels**. Select **VT Strategic Initiatives** and select **International Activity**.

- E. GRANTS AND GIFTS FOR TEACHING, COURSE DEVELOPMENT, AND/OR LABORATORY INNOVATION. (Include date, sponsor or donor, nature of the grant, and its value).

Grants that have been funded through OSP will automatically be populated in the **grants** section. For all external funding, non-OSP internal funding, or any proposals still under review, please enter them in the **grants** section under the proper designation.

- F. ACADEMIC and/or CAREER ADVISING RESPONSIBILITIES

1. Undergraduates (number of students).

Under **teaching activities**, select **student advising**. If you work with an individual undergraduate on an honors thesis or undergraduate research, enter that activity under **undergraduate student supervision**.

2. Graduates (if advising project/thesis/dissertation, provide student name and degree date or anticipated completion date for major advisees).

Under **teaching activities**, select **graduate student supervision** (for service on a graduate student's committee) or **graduate examination** (for service as an external committee member for the final examination only).

3. Other student advising activity (student societies, clubs, career counseling, etc.).

Under **professional activities**, select **service to students**.

II. RESEARCH ACTIVITY

- A. RESEARCH PARTICIPATION - List project title, sponsor, funding amount, beginning and ending dates of activity, percent level of responsibility, any co-investigator(s).

Grants that have been funded through OSP will automatically be populated in the **grants** section. For all external funding, non-OSP internal funding, or any proposals still under review, please enter them in the **grants** section under the proper designation.

1. Research proposals submitted
Research proposals submitted through OSP via SUMMIT can be exported from SUMMIT to excel. Video instructions (<https://www.youtube.com/watch?v=mCv1aAPfre0>)
2. Research proposals funded
3. Ongoing research from previous years

- B. PERSONNEL SUPPORTED ON GRANTS OR CONTRACTS

This information is not currently captured in the electronic system. You may add this information to the Word document generated out of the system.

1. Graduate and/or undergraduate students
2. Post Doctoral, Research Associates, Visiting Faculty, etc.
3. Classified Staff

- C. EQUIPMENT GRANTS - Include date; sponsor or donor; nature of the grant, and its value. SCHEV equipment should not be included.

This information is not currently captured in the electronic system. You may add this information to the Word document generated out of the system.

- III. **SCHOLARSHIP** - Except for Items I or J, list only items actually published or awarded. Include authors (in same order as they appear in publications and put an asterisk by the names of student authors), title, journal or proceedings, volume, number, pages, month and year. Beginning and ending page numbers must be included.

Publications that are available through databases such as Web of Science will be imported for your review. You may need to adjust your search settings to optimize the database search. You will need to verify that publications are yours by claiming or rejecting those that are pending. You can also enter publications manually as described below. Be sure to enter a date for every activity.

- A. TEXTBOOKS AND MONOGRAPHS

Under **publications**, select **book** and follow the prompts.

- B. CHAPTERS OF BOOKS, EDITOR OF BOOKS OR PROCEEDINGS

Under **publications**, select **book chapter or section**.

- C. JOURNAL PAPERS

Under **publications**, select **journal article** or **refereed journal article** as appropriate.

D. SIGNIFICANT INVITED STATE-OF-THE-ART OR REVIEW PAPERS AND/OR PRESENTATIONS

Under **publications**, select **conference**, choose type of presentation and check box for “invited.” If it was not a conference, select **presentation**, and choose “seminar” as type of presentation.

E. CONFERENCE PAPERS

1. Accepted on the basis of peer review of full paper. Include conference name, location and date as well as full bibliographic information. On multi-author papers, underline who made the presentation.

Under **publications**, select **conference**, type of presentation is “paper”, peer reviewed is “Yes, full paper”

2. Accepted on basis of abstract. Include conference names, location, and date. Give paper number if identified as a pamphlet paper. Give full bibliographic information and page numbers if included in proceedings. On multi-author papers, underline who made the presentation.

Under **publications**, select **conference**, type of presentation is “paper”, peer reviewed is “Yes, abstract only”

F. NOTES, REVIEW ARTICLES AND SHORTER COMMUNICATIONS IN TECHNICAL JOURNALS

Under **publications**, select **journal article** and choose the appropriate sub-type.

G. FORMAL REPORTS PRINTED AND CIRCULATED BY AGENCIES OF THE STATE OR FEDERAL GOVERNMENT OR TECHNICAL SOCIETIES

Under **publications**, select **report**. If it is a preliminary or draft version, indicate status as “submitted”; if is a final report, status is “published.”

H. COMPANY OR UNIVERSITY REPORTS, DISCUSSION OF PAPERS, PUBLISHED BOOK REVIEWS, LETTERS TO THE EDITOR, ARTICLES IN TRADE JOURNALS AND SOCIETY MAGAZINES, ETC.

Under **publications**, select **journal article** or **report** and indicate sub type as appropriate.

I. PUBLICATIONS ACCEPTED BUT NOT YET PUBLISHED

Under **publications**, choose the type of publication and indicate the status is “accepted.”

J. PUBLICATIONS SUBMITTED BUT NOT YET ACCEPTED

Same as above, status is “submitted”.

K. SOFTWARE AND PATENTS

Under **publications**, select **patent** or **software/code**.

L. PAPERS, TALKS & LECTURES PRESENTED AT PROFESSIONAL MEETINGS (Include only work not reported elsewhere in Section III. On multi-author papers, underline who made the presentation).

Under **publications**, select **presentations**

IV. **OUTREACH**

A. CONTINUING EDUCATION PROGRAMS (workshops, short courses, seminars) presented through Virginia Tech’s Continuing and Professional Education division. List course title, duration, and attendance.

Under **teaching**, select **other teaching**.

B. CONTINUING EDUCATION PROGRAMS (workshops, short courses, seminars) presented under sponsorship of other agencies. List sponsor, course title, duration, and attendance.

Under **teaching**, select **other teaching**

C. OTHER OUTREACH ACTIVITIES such as involvement with industrial affiliates, advice to companies, and economic development activities.

Under **professional activities**, select **non-scholarly presentation, consulting/advisory**, or other as appropriate.

D. EXTENSION ACTIVITIES. List type of activity, dates, and location.

Under **professional activities**, select **extension activity**.

V. SERVICE

A. PROFESSIONAL SERVICE

1. Session chair or co-chair at regional, national or international conferences.

Under **professional activities**, select **event administration**

2. Committee assignments, councils or commissions, journal editor, reviewer; indicate level of activity or offices held.

Most, if not all, of these assignments would fall under **professional activities**. Select the category which best describes each service and indicate scope=professional.

B. SERVICE to the Department, College, University, State. (Be sure to include search committees on which you participated, student recruiting, faculty mentoring, etc.)

Under **professional activities**, select **committee service, administrative assignment, service to students, service to colleagues** as appropriate. Be sure to include the appropriate scope for the service (university, department, etc.).

C. INTERNATIONAL SERVICE (List international service activities not shown under other service categories. Include activity type, countries involved, dates and international partner

Under **professional activities**, select the appropriate type of service. Once entered, select **Labels**, then **VT Strategic Initiatives** followed by **International Activity**.

D. CONSULTING (2015 Calendar Year)

If the activity did not require external approval even though you might have been paid to perform it, (Category I in Policy 13010 which includes editing journals, reviewing textbooks, etc.) please list this activity under another section of the activity report such as under scholarship or other outreach activities.

Under **professional activities**, select **consulting/advisory**.

Client	Location	No. of Days Served	Status Continuing/Concluded

VI. **DIVERSITY** (see http://www.provost.vt.edu/efars/diversity_reporting.html)

A. SELF-EDUCATION, INCREASING YOUR OWN AWARENESS

Under **professional activities**, select **professional development activity** and describe the class/event you attended in detail, including the appropriate scope (university, college, etc.). Remember to indicate the event as part of **Diversity and inclusion** using the **Labels** function (select **VT Strategic Initiatives**).

B. COMMITTEE LEADERSHIP AND/OR UNIVERSITY OR PROFESSIONAL SERVICE (IDENTIFY YOUR ROLE AND ANY SPECIFIC ACCOMPLISHMENTS)

Choose the appropriate category under **professional activities** and select **Labels**, then **VT Strategic Initiatives**, then **Diversity and inclusion**. Note that you don't need to enter an activity twice, just use the Label function to indicate **Diversity and inclusion**.

C. MENTORING, COUNSELING, OR ADVISING STUDENTS AND STUDENT ORGANIZATIONS

Under **professional activities**, select **service to students**. Use **Labels** to designate the service as part of **Diversity and inclusion**.

D. INCORPORATING DIVERSITY-RELATED SCHOLARSHIP IN COURSES, READINGS, PROGRAMS, SERVICE LEARNING ACTIVITIES, AND YOUR OWN RESEARCH/SCHOLARSHIP

For any type of teaching or scholarly activity, use labels to designate **Diversity and inclusion**.

E. SPECIAL STUDENT, FACULTY, OR STAFF RECRUITMENT INITIATIVES (SHARE OUTCOMES IF ANY)

Under **professional activities**, select **service to students** or **service to colleagues**. Label as **Diversity and inclusion**.

F. OUTREACH AND PIPELINE INITIATIVES

Under **professional activities**, select **other professional activity** and choose "Outreach and Extension" under the Scope drop-down menu. Label as **Diversity and inclusion**.

G. SPECIAL EFFORTS FOR INDIVIDUALS FROM UNDERREPRESENTED GROUPS

Under **professional activities**, select **other** and choose the appropriate scope. Label as **Diversity and inclusion**.

H. OTHER DIVERSITY INITIATIVES OR ACCOMPLISHMENTS

Same as above.

VII. **PROFESSIONAL HONORS OR NOTABLE RECOGNITION** (teaching and research awards, elected a Fellow, etc.).

Under **professional activities**, choose **award, honor, or recognition**.

VIII. **NARRATIVE REPORT** (attach page if necessary) Please elaborate on any preceding information you want to discuss, especially as it involves interdisciplinary/cooperative activities. Discuss how your achievements compared to your goals listed last year. Also include items that you feel weren't covered by the sections in the report such as participation in College activities to enhance the diversity, alumni events, special activities with student groups, etc.

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