1. TEACHING

1.1 Teaching information

This category includes only the following teaching information: new courses, courses significantly revised, development of teaching materials, and teaching grants received. Other types of teaching information should be listed under section 1.6.

1.2 Grants and proposals related to teaching

Teaching grants should be listed in the same way as research funding. Be sure to include the name of all the PI’s and co-PI’s; the title of the grant; the funding source; date submitted; funding period; total amount requested; the amount allocated for you if different from the total amount; and status of the proposal. For proposals or grants submitted with multiple investigators, briefly describe your role in the project.

1.4 Number of graduate students supervised and graduated

List the students you supervised as an official advisor. List the graduate student committees that you served on during the specified period.

1.6 Other

Examples include field trips and outreach related to teaching.

1.7 To be completed by department secretary

Appendix 1.7: Annual Workload Summary, is a separate document that is only available to department secretaries. It is to be filled out only by department secretaries and attached to the end of the FIR. Use Course Inventory Questionnaires when Table 4 is not available. Course credits are not listed in CIQ so the SCH will have to be calculated by hand by multiplying a course’s enrollment by its credits.

1.8 Advising

List all the programs (undergraduate and graduate) for which you advise. Be sure to include any special contributions to advising.
2.  RESEARCH AND SCHOLARSHIP

2.1  Fully refereed publications

Fully refereed publications are publications that require at least one formal review process of the complete paper before they are published. Such papers can be journal articles, conference papers, chapters in books, or books. The current status of the paper is categorized as:

(i) published (printed within this FIR period),

(ii) accepted (accepted but not yet published), or

(iii) submitted (under review).

Do not list manuscripts that are in preparation. Indicate the nature of the publication (journal, book chapter, proceedings, etc.) and give complete pagination. All publications not printed in this period should specify the date of submission and/or acceptance. For all works not published in English, specify the language of publication. If a conference proceeding is listed as a refereed publication, the acceptance rate should be given. For papers published with co-authors, a very brief narrative of your contribution to the published work should be given. Any format for your discipline is acceptable.

2.2  Other publications

This category includes all publications that do not qualify under category 2.1 (Fully refereed publications). Examples include conference proceedings, articles, chapters in books, and books that are unrefereed or abstract refereed; project reports, technical reports, presentations that are not reflected in publications, etc. All publications not printed in this period should specify the date of submission and/or acceptance.

2.3  Presentations

List all presentations (oral or poster) in which you were a presenter or co-author during the specified time period. Give the date of the presentation, the nature of the presentation (invited, keynote, etc.) and your role in the presentation and/or the project/topic being presented.

2.4  Grants and proposals related to research and scholarship

Be sure to include the name of all the PI’s and co-PI’s; the title of the grant, the funding source; date submitted; funding period; total amount requested; the amount allocated for you if different from the total amount; and status of the proposal. For proposals or grants submitted with multiple investigators, briefly describe your role in the project.
2.5 Other

Examples include consulting services, and outreach or professional development related to research. Briefly describe the type of activity and your role in it.

3. SERVICE

3.1 Committees

This category includes service to the University at all levels (i.e., department, college, campus, system). Specify the level and dates of service.

3.2 Professional service activities

Memberships and positions in professional societies, reviewing manuscripts and proposals, consulting activities, conferences attended but not listed under Section 2, etc.

3.3 Other

Examples include honors and awards, outreach related to service, etc.

You are encouraged to list anything you think is important under the "other" categories which can be found in all three areas: teaching, research, and service.