

2007 Annual Report Template

Items in red are the categories from the original template repositioned into the new format

A. Chair's Summary of Department Achievements and Data: This section will be provided by the chair.

B. Accomplishments and Activities for the previous year that

1. Provided innovative, relevant, and rigorous academic programs

- include programs that you “provided” for others rather than merely “participated in” or “attended.”
- ex: developed FYE courses, revised curriculum

[C. Teaching:

1. New programs, curricula, courses: This refers to programs, etc., new to IPFW for the development of which you are solely or in part responsible.]

2. Created an exceptional campus environment for a diverse community of learners.

- include activities designed to attract or be especially well suited for a broad range of learners; think in terms of learning styles and needs rather than simply “people with different interests.”
- ex: brought in a speaker, taught a Continuing Studies course for senior citizens, presented a poster at Diversity Showcase

[C2. Instructional development: List activities that have led to the improvement of your own or your colleagues' teaching. Do not include routine activities associated with preparing to teach a course.]

C3. Continuing education and other outreach: List courses taught, programs participated in.]

3. Promoted the scholarly, [pedagogical], and creative achievements of faculty, students, and staff.

- include mentoring new faculty, guiding theses, presenting workshops for faculty

[C2. Instructional development: List activities that have led to the improvement of your own or your colleagues' teaching. Do not include routine activities associated with preparing to teach a course.]

4. Advanced economic development and the quality of life in Fort Wayne and the surrounding region

[E. Service as relevant

3. Public service: Include only service related to your position as a university faculty member. When in doubt, include.

- a. Popular writings or presentations to public groups**
- b. Memberships in community organizations**
- c. Judging competitions**
- d. Consultation**
- e. Other]**

5. Pursued the continuous improvement of university operations

- include committee memberships, campus volunteer
- stipulate which term or terms you served on a committee or volunteered, whether you were a chair or member, and the level—campus, A&S, department—of your service.
- organize the list of entries for yourself according to level of service (campus, A&S, department) and within those categories, alphabetize.
- ex: Member, Faculty Senate (spring)
Member, A&S Council (fall)
Chair, department Committee on Committees (spring-fall)
Member, department Graduate Studies Committee (fall)

[E. Service

1. University service: *If chair of a committee, so indicate; otherwise only committee membership is assumed.*

- a. System level**
- b. IPFW level**
- c. School level**
- d. Department level**
- e. Student counseling and advising**
- f. Alumni activities**
- g. Other]**

C. Scholarly/Creative Activity Performed, Published, or Presented during the Previous Year

1. Bibliographies.

Prepare all entries in MLA style. It is your responsibility to correctly, completely, and accurately prepare bibliographic entries using the MLA style. This is not something that our department secretary or department chair can do for you.

a. Book chapters

- include your published work included as a chapter, introduction, preface, etc., of a book

b. Volume editing

- include only volumes (not journals) that you have edited and published

c. Journal publications

d. Exhibitions, performances, [lectures and conference presentations]

- include dates & places;

e. Proceedings, manuals, supplementary materials, and book reviews

- include only your writing that is published or in press

f. Other

- ex: someone else's review of your published work

[D. Research and creative endeavor:

1. Publications: *List works that have been published or accepted for publication during the past year. Use MLA "Works Cited" format for citations, with the phrase "(in press)" to designate works that have not yet appeared in print. If you included a work in an earlier annual report, so indicate [e.g., "(accepted 1987)"]. (It is assumed that works given only a publication date were accepted in the year of publication.) If a publication is unrefereed, so indicate. (It is assumed that works not designated "unrefereed" were published by refereed presses or journals.)*

- a. Books or monographs**
- b. Articles, poems, or short stories**
- c. Abstracts**
- d. Other]**

2. Summary numbers of presentations

Count the entries in Section C.1; enter them in numeric form.

C, 1, a: Books:

C, 1, b Book Chapters:

C, 1, c Volume Editing:

C, 1, d Journal Publications:

C, 1, e Exhibitions, lectures, performances:

C, 1, f Proceedings, manuals, supplementary materials, book reviews:

C, 1, g Other:

3. Listing of grants and contracts awarded in the past year

- arrange your awards in descending order of value—i.e., list a grant you were awarded for \$1,000 before one for \$700, etc.
- include the official name of the grant and the granting agency. Generally, nothing else is needed to clarify that you received a grant from a legitimate source

[D 2. Grants

a. New

b. Continuing]

4. Bibliography of notable student accomplishments

- please restrain yourself from listing accomplishments of former or current students mainly because you've had contact with them as a faculty member.
- be clear: include the student's full name, complete bibliographic information about the accomplishment (not lots of details), and an indication of your role (again, clear but not detailed explanation).

[\[xref from Section B1-B3 above\]](#)

5. Other

D. Community Involvement/Economic Development/Engagement Activities for 2005

1. List of academic program-community partnerships (formal ongoing agreements and contracts)

- include only academic & formal (official in some way). Be clear regarding partnering organization and dates.

[E3. Public service: *Include only service related to your position as a university faculty member. When in doubt, include.*

**b. Memberships in community organizations
d. Consultation]**

2. List of short-term academic-community collaborative projects, e. g. service learning arrangements, internships, course projects, co-sponsored lectures.

- include public readings, talks to local groups or organizations
- include dates, places, and specific & accurate title of project

[E3. Public service: *Include only service related to your position as a university faculty member. When in doubt, include.*

**a. Popular writings or presentations to public groups
c. Judging competitions]**

3. List of faculty civic involvement (membership on community boards/commissions, offices, author of organization reports, etc.)

[E3. Public service: *Include only service related to your position as a university faculty member. When in doubt, include.*

b. Memberships in community organizations]

4. List of faculty involvement in professional academic organizations (as an officer, conference organizer, editor, etc.)

- include your activity in *professional academic* rather than community organizations
- list only your active role as an officer, editor, organizer, etc.

[E2. Professional service

a. Offices held in professional organizations: *Include duties at conferences, etc., appropriately designated "professional service."*

b. Journal editing: *Include acting as an outside reader of manuscripts.*

c. Reviews of publications: *Refers to published reviews, rather than reader's reports to publishers. Use MLA format.*

d. Reviews of grant proposals

e. Other: *Include reader's reports to publishers and evaluations of promotion or tenure cases for other universities.*]

E. Accomplishment of Diversity Goals and Initiatives

List goals for diversity and report 2005 activities in support of those goals. Include only those activities for which diversity is an explicit element of planning, implementation, and evaluation. Indicate the goal of the activity, co-sponsors/partners (if any), and how progress is measured. Organize activities according to the following strategic themes listed below. Under each category, indicate the specific goal that you were trying to accomplish with your project or activity, include the co-sponsor or partner in your activity if there was one, indicate how you measured your progress in achieving the goal, and specify location and dates.

1. Student Recruitment and Retention
2. Faculty and Staff Recruitment and Retention
3. Campus Climate
4. Curriculum

F. Other

1. Reviewing manuscripts for publication in journals [**E2b. Journal Editing**]

2. Attending national, state, regional, and local conferences and workshops
[**D. Research and creative endeavor**
5. Other]

3. Awards and special recognition
 - a. teaching [**C6. Awards or honors for teaching**]
 - b. research [**D4. Awards or honors for research**]
 - c. service [[**E4. Awards or honors for service**]
 1. professional or academic
 2. community

4. Reviewing grant proposals or Promotion and Tenure cases for *other* universities
[**E. Service**
2 Professional Service
e. Other]