

**East Carolina University
Faculty Annual Report Format
May 1, 2006 to April 30, 2007**

- I. General Information:
- A. Name
 - B. College or professional School and Department
- II. Teaching and Advising (narrative or bulleted list):
- A. Noteworthy accomplishments and practices in teaching
 - B. Noteworthy accomplishments and practices in advising and retention
 - C. Extraordinary duties assigned or elected in advising
 - D. Direction of graduate student research and performances: list students and projects
 - E. Summary of teaching evaluations. Copies of student opinion of instruction results and peer evaluations should be included in each faculty member's personnel file each year. (See directions for PAD: Cumulative Review Document.)
- III. Research/Creative Activity:
- A. Attach a printout **of this academic year's entries** in the publications/creative activities database. [Entry is via OneStop; for instructions on how to enter or edit publications, go to <http://www.ecu.edu/ipre/pca.htm>].

To print your entries for the 2006-2007 year, follow these instructions
 1. Log in at OneStop.
 2. Go to Personal tab and select Publications/Creative Activity Database
 3. Type your name, last name first.
 4. Select 2006-2007 academic year
 5. Click on Search
 6. Select "Print Search Results"
 7. Right click anywhere within the resulting panel and select "Print."
 - B. Papers, creative works, etc., accepted for publication but not yet in print (*attach a copy of letter of acceptance*)
 - C. Other research publications: list title(s) and publication data. *Attach appropriate forms of verification (consult your unit administrator).*
 - D. Research presentations: *list organization, date, title of presentation(s)*
 - E. Pedagogical materials: *list title(s) and publication data*
- IV. Grants:
- Provide a list of all grants applied for, listing for each the source, \$ amount, title, and co-investigators. Note whether in support of teaching, research/creative activity, or service. Designate status: awarded [including \$ amount if different from request], pending, rejected.

- A. Grants/proposals through Office of Sponsored Programs
 - B. Grants/proposals through the Division of Institutional Advancement
 - C. University Grants
 - D. Reports to granting agencies: *list agency (ies)*
 - E. Grants active this year that were funded in previous years (*list title and briefly describe status*)
- V. Professional and University Service
- A. University: Committee and special assignments
 1. Unit: *name of committee(s), role on committee(s) (member, chair, etc.), and inclusive dates of service*
 2. University-wide: *name of committee(s), role on committee(s), and inclusive dates of service*
 3. UNC system: *name of committee(s), role on committee(s), and inclusive dates of service*
 4. Special assignments: *title or role, brief description of assignment, inclusive dates of service*
 - B. Professional Organizations
 1. Memberships in professional organizations: *list memberships*
 2. Offices held or other official functions
 President/Chair: *list organization(s)*
 Other office(s): *list office and organization(s)*
 3. Organization of meetings, workshops, and symposia: *list organization(s)*
 4. Presentations (other than research) at meetings, workshops, and symposia: *list organization, date, and title of presentation(s)*
 5. Service as editor or editorial board member: *list board(s), list role(s)*
 6. Items reviewed, refereed, or juried for scholarly publications: *list publication(s)*
 7. Items reviewed, refereed, or juried for granting agencies: *list agency (ies)*
 8. Evaluation of faculty for other universities (peer review): *list institution(s)*
 9. Consultantships: *list client, specify whether paid or unpaid, and briefly define activity.*
 - C. Other professional service
- VI. Honors and other noteworthy activity not covered above.
- VII. Conflict of Commitment or Interest Disclosure
Attach annual faculty/staff disclosure form (conflict of commitment or interest form). Forms and instructions can be accessed from the Division of Academic Affairs web page under forms (<http://www.ecu.edu/cs-acad/aa/AAPersonelForms.cfm>)

VIII Special Reporting for Annual Report (This section may change from year to year to reflect special university reporting needs.)