

HHP Sedona Faculty Annual Report Guide
Inclusive dates for "Academic Year" 2007-2008:
~~May 4~~ April 1, 2007 to April 30, March 31, 2008

Based on the information historically included in the ECU faculty annual reports, the following will help you determine the best place to enter your information in Sedona.

ENTER INFORMATION VIA SEDONA COLORED BUTTON CATEGORIES (not directly into the template). If unsure of which category to use for an item, your department chair can provide guidance.

- I. General Information:
 - A. Name
 - B. College or professional School and Department
(automatically inserted from Sedona data- if incorrect, notify your dept. Sedona person of the correct information ASAP - EXSS: Elaine Hughes; HE&P: Vickie Best; RCLS: Susan McGhee)

- II. Teaching and Advising **Enter via TEACHING (grey button in center column). Courses taught during this annual report period will be entered by administration in a bulk upload and should appear on your annual report automatically. If this fails for some reason, simply save your annual report produced by the Sedona template as a Word document; then enter Semester, Course #, Title, # students.**
 - A. Noteworthy accomplishments and practices in teaching
Enter via TEACHING, select appropriate topic (perhaps 'Innovations in Course Content /Presentation' or 'Other Teaching Activities') from 'Type of Activity' list; use Description to describe as needed.
 - B. Noteworthy accomplishments and practices in advising and retention
Enter via TEACHING, select 'Student Assign-Student Advising (UG or Grad)' from 'Type of Activity' list; use 'Description' to describe or clarify as needed
 - C. Extraordinary duties assigned or elected in advising
Can be entered in 'Description' of items in above category. If more appropriate as separate item: enter via TEACHING, select 'Student Assign-Student Advising (UG or Grad)' from 'Type of Activity' list; use 'Description' to describe.
 - D. Direction of graduate student research and performances: list students and projects
 - **Thesis/Dissertation: Enter via TEACHING, select 'Thesis/Dissertation Committee (chair or committee member)' from 'Type of Activity' list; use 'Description' to provide student name, title, specify as thesis or dissertation, date completed or in progress.**
 - **Supervision of Student Research: Enter via TEACHING, select 'Student Assign-Supervised Research (UG or Grad)' from 'Type of Activity' list; use 'Description' to provide student name and project title, date completed or in progress. This item does not include supervision of assigned graduate research assistants.**

- 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.)
Follow instructions from your dept. chair for submitting SOIS scores, peer evaluations, and other evidence of teaching effectiveness.

III. Research/Creative Activity: **Entered via lavender/purple buttons**

- A. Papers, creative works, etc., accepted for publication but not yet in print (*attach a copy of letter of acceptance*)
- **Enter via ARTICLE, BOOK, MONOGRAPH, etc. area and select item to reflect current 'status'. Select appropriate item from 'Activity' list.**
 - **Enter items submitted/in review (but *not accepted*) via OTHER (lavender/purple button) . Select 'Submitted/In Review' from 'Type of Activity'.**
- B. Other research publications: list title(s) and publication data. *Attach appropriate forms of verification (consult your unit administrator).*
- **Enter publications via ARTICLE, BOOK, MONOGRAPH, etc. area and select item to reflect current 'status'. Select appropriate item from 'Activity' list.**
 - **If entering a PROCEEDING that was a result of a research presentation, enter in PRESENTATION areas and check proceedings to automatically create the PROCEEDINGS record.**
- C. Research presentations: *list organization, date, title of presentation(s)*
Enter via PRESENTATION. If presentation was also included in conference proceedings, enter in PRESENTATION area *first* and check proceedings to automatically create the PROCEEDINGS record.
- D. Pedagogical materials: *list title(s) and publication data*
Enter publications via ARTICLE, BOOK, PRESENTATION, etc. area and select the 'Research Type'. Select appropriate item from 'Activity' list.

IV. Grants: **All grants are entered via lavender/purple GRANT button. Complete the requested fields. Insert abstract in 'Description' section.**

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)*
Enter via REPORT lavender/purple button.

E. Grants active this year that were funded in previous years (*list title and briefly describe status*) **Indicate as continuing in the required field. Provide abstract in 'Description' section.**

V. Professional and University Service **Enter via the pink/salmon buttons in center column**

A. University: Committee and special assignments

1. Unit: *name of committee(s), role on committee(s) (member, chair, etc.), and inclusive dates of service*

Formal HHP & dept. committees are entered by the unit (personnel, search, curriculum, strategic planning, etc.) Other committees are entered via SERVICE-INSTITUTION button; indicate dept/program as 'scope'.

2. University-wide: *name of committee(s), role on committee(s), and inclusive dates of service*

Entered via SERVICE-INSTITUTION button; indicate university level as the 'scope'.

3. UNC system: *name of committee(s), role on committee(s), and inclusive dates of service*

Entered via SERVICE-INSTITUTION button; indicate UNC level (statewide) as the 'scope'.

4. Special assignments: *title or role, brief description of assignment, inclusive dates of service*

- **Entered via SERVICE-INSTITUTION button; indicate appropriate level in the 'scope'. Use 'Description' as needed to clarify role or identify accomplishments during the reporting period.**

- **NOTE: Program/degree, lab, or graduate directors, chairs, etc. enter your information under item 'C. Other Professional Service'. (See that item below for instructions.)**

B. Professional Organizations

1. Memberships in professional organizations: *list memberships*

Entered via PROFILE (green button center column) under Active Memberships

2. Offices held or other official functions

President/Chair: *list organization(s)*

Other office(s): *list office and organization(s)*

Entered via SERVICE-PROFESSIONAL (salmon/pink button); select from "Activity" list; use 'Description' to clarify as needed.

3. Organization of meetings, workshops, and symposia: *list organization(s)*

Entered via SERVICE-PROFESSIONAL (salmon/pink button); select from "Activity" list; use 'Description' to clarify as needed.

4. Presentations (other than research) at meetings, workshops, and symposia:

list organization, date, and title of presentation(s)

Entered via SERVICE-PROFESSIONAL (salmon/pink button); select Invited lecture, Keynote address, or Presentation (non-research based) from 'Activity' list; use 'Description' for title and clarification as needed

5. Service as editor or editorial board member: *list board(s), list role(s)*
Entered via SERVICE-PROFESSIONAL (salmon/pink button); select from "Activity" list. Include publication/board name in 'Conference/event' or 'other venue'.
6. Items reviewed, refereed, or juried for scholarly publications: *list publication(s)*
Entered via SERVICE-PROFESSIONAL (salmon/pink button); select from "Activity" list; include journal/publication name in 'Conference/event' or 'other venue'.
7. Items reviewed, refereed, or juried for granting agencies: *list agency (ies)*
Entered via SERVICE-PROFESSIONAL (salmon/pink button); select from "Activity" list; include grant agency name in 'Conference/event' or 'other venue'.
8. Evaluation of faculty for other universities (peer review): *list institution(s)*
Entered via SERVICE-PROFESSIONAL (salmon/pink button); select from "Activity" list
9. Consultants: *list client, specify whether paid or unpaid, and briefly define activity.*
Enter via EXPERIENCE- CONSULTING (yellow button); Use 'Description' to provide required information.

C. Other professional service

- **Enter via appropriate SERVICE button; use 'Description' as needed.**
- **Enter specific assigned role (program, degree, lab, or graduate director, chair, etc.) via OTHER (tan button in center column) and description of your accomplishments in that role during the academic year.**

VI. Honors and other noteworthy activity not covered above.

- **Enter via HONORAWARD (light purple button, center column bottom); use 'Description' to describe or clarify as needed.**
- **Continuing education is entered via DEVELOPMENT (light blue button, center column).**
- **Current professional certifications and/or licenses are entered via PROFILE (green button, bottom of center column).**
- **Additional items of note may be entered after saving document in Word format.**

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/AAPersonnelForms.cfm>)