

HHP Sedona Faculty Annual Report Guide
Inclusive dates for “Academic Year” 20__ - 20__:
Month day, 20__ to Month day, 20__
(time as period specified by the Provost)

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 HOME PAGE 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 - EXSS: Elaine Hughes; HE&P: Vickie Best; RCLS: Susan McGhee)

- II. Teaching and Advising **Enter via TEACHING ACTIVITIES zone.**

Courses taught (‘Teaching Schedule’) during this annual report period will be entered by administration in a batch 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 ACTIVITIES zone. In ‘Teaching Activities’, select appropriate topic from ‘Type of Activity’ list (perhaps ‘Innovations in Course Content /Presentation’ or ‘Other Teaching Activities’); use Description to describe as needed.
 - B. Noteworthy accomplishments and practices in advising and retention
Enter via TEACHING ACTIVITIES zone. In ‘Teaching Activities’, 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 a separate item: enter via TEACHING ACTIVITIES zone. In ‘Teaching Activities’, 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 ACTIVITIES zone.** In ‘Teaching Activities’, 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 ACTIVITIES zone.**

In 'Teaching Activities', 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 department chair for submitting SOIS scores, peer evaluations, and other evidence of teaching effectiveness.

III. Research/Creative Activity: **Entered via RESEARCH ACTIVITIES zone.**

- A. Papers, creative works, etc., accepted for publication but not yet in print (*attach a copy of letter of acceptance*)
- In **RESEARCH ACTIVITIES zone**, enter via **Article, Book, Monograph, etc.** and select item to reflect current 'status'. Select appropriate item from 'Activity' list.
 - Enter items submitted or under review (but *not accepted*) via 'Other Research'. Select 'Submitted or 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).*
- In **RESEARCH ACTIVITIES zone**, enter publications via **Article, Book, Monograph etc.** 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 under 'Presentation' first and check 'Duplicate Record - Proceedings' to automatically create the "Proceedings" record.
- C. Research presentations: *list organization, date, title of presentation(s)*
In RESEARCH ACTIVITIES zone, enter via Presentation. If presentation was also included in conference proceedings, enter in 'Presentation' area first and check Duplicate Record - Proceedings' to automatically create the 'Proceedings' record.
- D. Pedagogical materials: *list title(s) and publication data*
In RESEARCH ACTIVITIES zone, enter publications via Article, Book, Presentation, etc. and select the "LPS" under 'Research Type'. Select appropriate item from 'Activity' list.

IV. Grants: **All grants are entered in RESEARCH ACTIVITIES under Grant. Complete the requested fields. Insert abstract in 'Description' zone.**

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 'Research Report' in RESEARCH ACTIVITIES zone.
- 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' zone.**
- V. Professional and University Service **Enter in the SERVICE ACTIVITIES zone.**
- 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 in the SERVICE ACTIVITIES zone via 'Institutional Service'; indicate dept/program as 'scope'.
 2. University-wide: *name of committee(s), role on committee(s), and inclusive dates of service*
Entered in the SERVICE ACTIVITIES zone via 'Institutional Service'; indicate university level as the 'scope'.
 3. UNC system: *name of committee(s), role on committee(s), and inclusive dates of service*
Entered in the SERVICE ACTIVITIES zone via 'Institutional Service'; indicate UNC level as statewide in 'scope'.
 4. Special assignments: *title or role, brief description of assignment, inclusive dates of service*
 - **Entered in the SERVICE ACTIVITIES zone via 'Institutional Service'; 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 (See instructions under item 'C. Other Professional Service' below.)**
- B. Professional Organizations
1. Memberships in professional organizations: *list memberships*
Entered via 'Credentials' in the top menu bar. Select 'Professional Memberships'.
 2. Offices held or other official functions
 President/Chair: *list organization(s)*
 Other office(s): *list office and organization(s)*
Entered in the SERVICE ACTIVITIES zone under 'Professional Service'.

Select role from “Activity’ list; use ‘Description’ to clarify as needed.

3. Organization of meetings, workshops, and symposia: *list organization(s)*
Entered in the SERVICE ACTIVITIES zone under ‘Professional Service’.
Select role 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 in the SERVICE ACTIVITIES zone under ‘Professional Service’.
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 in the SERVICE ACTIVITIES zone under ‘Professional Service’.
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 in the SERVICE ACTIVITIES zone under ‘Professional Service’.
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 in the SERVICE ACTIVITIES zone under ‘Professional Service’.
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 in the SERVICE ACTIVITIES zone under ‘Professional Service’.
Select ‘Reviewer-External Faculty for Tenure/Promotion’ from “Activity’ list
 9. Consultantships: *list client, specify whether paid or unpaid, and briefly define activity.*
Enter in the EXPERIENCE ACTIVITIES zone via ‘Consulting Experience’.
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 ACTIVITIES zone under ‘Miscellaneous’. Use ‘Description’ to note your accomplishments in that role during the academic year.

- VI. Honors and other noteworthy activity not covered above.
- **Entered in the OTHER ACTIVITIES zone via 'Honors & Awards'; use 'Description' to describe or clarify as needed.**
 - **Continuing education is entered in the OTHER ACTIVITIES zone in 'Professional Development'.**
 - **Current professional certifications and/or licenses are entered via 'Credentials' in the top menu bar under 'Professional Certifications'.**
 - **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>)*