PROVOST ANNUAL REPORT Guide
The logic for which HuskyDM screens the PAR items come from

During the process of reporting the various departmental activities on the annual report forms, the resulting profiles will be of greatest use to you if a consistent method of assigning counts to specific categories is available. We have created this template to be used on an ongoing basis for tracking the entries in each category. It will be most useful when used from year to year as a guide to the placement of new information. It will help to focus your thinking with respect to placement in the appropriate categories.

Note: Please note that while some data is included by HuskyDM for * items, the official totals are provided through University sources. This template is provided only for documentation by individual faculty, as desired.

UNDERGRADUATE TEACHING

*1a.   Courses taught (include credits and, if team taught, fraction); *6 applied music students = 1 course*

Semester	Course Number	Course Name	Enrollment
Screen: *Peoplesoft Reported* Items: All records Criteria: 1.*Course Number* starts with one of: "*1*", "*2*", "*3*", "*4*" and *Instructor Role* is one of: "*Primary instructor*", "*Secondary instructor*", "*Teaching Assistant*" Screen: *Self-Reported* Items: All records Criteria: 1.*Course Number* starts with one of: "*1*", "*2*", "*3*", "*4*" and *Instructor Role* is one of: "*Primary instructor*", "*Secondary instructor*", "*Teaching Assistant*"			
[Semester] [Year]	[Course Prefix][Course Number]-[Section Number]	Course Name	Official Enrollment Number
[Semester] [Year]	[Course Prefix][Course Number]-[Section Number]	Course Name	Official Enrollment Number

*1b.   Credits of Courses taught from line 1a; include fraction if team-taught

   This data will be provided by University Sources.

*2.   University Scholars supervised

Screen: ***Undergraduate * (first record) > University Scholars Advised (PAR 2)***
Items: All values

   University Scholars: Sum of "*University Scholars Advised (PAR 2)*"

*3.   Honors or Regional Campus Scholars supervised

Screen: ***Undergraduate * (first record) > Honors Students Advised (PAR 3)***
Items: All values

Screen: ***Peoplesoft Reported*** > ***In non-Honors undergraduate course, if relevant, number of conversions to Honors***
Items: All values
Criteria:
1.***In non-Honors undergraduate course, if relevant, number of conversions to Honors*** has a value

Screen: ***Self-Reported*** > ***In non-Honors undergraduate course, if relevant, number of conversions to Honors***
Items: All values
Criteria:
1.***In non-Honors undergraduate course, if relevant, number of conversions to Honors*** has a value

Screen: ***Peoplesoft Reported*** > ***Official Enrollment Number***
Items: All values
Criteria:
1.***Honors Course or Section?*** is equal to "*Yes*"

Screen: ***Self-Reported*** > ***Official Enrollment Number***
Items: All values
Criteria:
1.***Honors Course or Section?*** is equal to "*Yes*"

Students: Sum of "*Honors Students Advised (PAR 3)*"

*4a.   Independent Study students supervised

Screen: ***Peoplesoft Reported*** > ***Official Enrollment Number***
Items: All values
Criteria:
1.***Course Number*** starts with one of: "*1*", "*2*", "*3*", "*4*" and ***Type of Class (Component)*** is equal to "*Independent Study*"

Screen: ***Self-Reported*** > ***Official Enrollment Number***
Items: All values
Criteria:
1.***Course Number*** starts with one of: "*1*", "*2*", "*3*", "*4*" and ***Type of Class (Component)*** is equal to "*Independent Study*"

Students: Sum of "*Official Enrollment Number*"

*4b.   Credits of Independent Study students supervised from line 4a

This data will be provided by University Sources.

5a.   Interns Supervised - credit (number of students taking a supervised internship for credit)

(a) Semester	(b) Course Number	(c) Location	(d) Number of Interns

Screen: ***Peoplesoft Reported*** > ***Number of Undergraduate Students***
Items: All values
Criteria:
1.***Does this course offer internship/fieldwork opportunity?*** is equal to "*Yes*" and ***Number of Undergraduate Students*** has a value

Screen: ***Self-Reported*** > ***Number of Undergraduate Students***
Items: All values
Criteria:
1.***Does this course offer internship/fieldwork opportunity?*** is equal to "*Yes*" and ***Number of Undergraduate Students*** has a value

[Semester] [Year]	[Course Prefix][Course Number]-[Section Number]	[Location]	[Number of Undergraduate Students]
[Semester] [Year]	[Course Prefix][Course Number]-[Section Number]	[Location]	[Number of Undergraduate Students]

*5b.   Number of credits given to the students taking a supervised internship for credit from line 5a

This data will be provided by University Sources.

5c.   Interns Supervised - non-credit (number of students taking a supervised internship for no credit)

Screen: *Other Instructional Activities * > Number of Participants or Students Involved*
Items: All values
Criteria:
1.*Instruction Type* is equal to "*Supervised Student Internship*"

Screen: *Other Instructional Activities * > Number of Participants or Students Involved*
Items: All values
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 5c)*"

[Title of Activity]. [Instruction Type]. [Description]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

*6.   Undergraduate Advisees

Screen: *Undergraduate **
Items: First record

Screen: *Professional/Certificate Students **
Items: First record

Students: [Sum of "*Mean of Individual Students Advised Fall Semester (PAR 6) and Individual Students Advised Spring Semester (PAR 6)*"]

7.   Presentations in special seminar or mini-courses offered through the Honors Program

Screen: *Other Instructional Activities **
Items: All records
Criteria:
1.*Instruction Type* is one of: "*Guest Lecture*", "*Presentation/Seminar*", "*Workshop*" and *Audience of Activity* is equal to "*Undergraduate Student*" and *Is this an Enrichment Programs (including, Honors) activity?* is equal to "*Yes*"

Screen: *Other Instructional Activities **
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 7)*"

[Title of Activity]. [Instruction Type]. [Description]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

*8.   Minority Mentor Program advisees

(Minorities include citizens or permanent residents who are African, Asian, Hispanic or Native Americans)

Screen: ***Undergraduate * (first record) > Minority Students Advised***
Items: All values

Minority Mentor Program advisees: [Minority Students Advised]

*9.   Other minority program advisees   *(These represent departmental or faculty initiatives.)*

Screen: ***Undergraduate * (first record) > Other minority program advisees (PAR 9 - these represent departmental or faculty initiatives)***
Items: All values

Advisees: [Other minority program advisees (PAR 9 - these represent departmental or faculty initiatives)]

10.   National and University-wide teaching awards

Screen: ***Awards, Honors, and Non-Monetary Fellowships ***
Items: All records
Criteria:
1.***Type of Award or Honor*** is equal to "*Award/Honor Recipient*" and ***Category*** is equal to "*Teaching Undergraduate*" and ***Scope*** is not equal to
        "*College/School*"

Screen: ***Awards, Honors, and Non-Monetary Fellowships ***
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 10)*"

[Title of Award or Honor], [Sponsoring Organization]. ([If Appointment, Start Month If Appointment, Start Day, If Appointment, Start Year - Month Award or Honor Received (if Appointment, End Month) Day Award or Honor Received (if Appointment, End Day), Year Award or Honor Received (if Appointment, End Year)]).

*11.   Official advisor to student organizations

Screen: ***University, School/College, Regional Campus, Department Service ***
Items: All records
Criteria:
1.***Type of Service Activity*** is equal to "*Student Organization/Club Advising*" and ***Position/Role*** is equal to "*Advisor*" and ***Program/Activity Audience*** is equal
        to "*Undergraduate Students*"

Screen: ***University, School/College, Regional Campus, Department Service ***
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 11)*"

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

12.   Teaching innovations *(Examples include development of a new course, incorporating computers into the curriculum, enhancing cultural diversity in the curriculum, etc.) Teaching Innovations must be defined carefully and explicitly if abuse is to be minimized. Otherwise, recopying a set of lecture notes could be claimed as innovative. We recommend that before an innovation can be claimed, the activity should have a process defined, a product developed, an implementation phase completed, and a resulting evaluation either finished or in preparation.*

Screen: ***Teaching Innovations and other Pedagogical Activities***
Items: All records

4

[Title of Activity]. [Type of Activity]. [Description of Activity]. ([Academic Year]).

GRADUATE TEACHING

*13.   Courses taught (include credits and, if team taught, fraction); *6 applied music students = 1 course*

Semester	Course Number	Course Name	Enrollment
Screen: *Peoplesoft Reported* Items: All records Criteria: 1.*Course Number* starts with one of: "*5*", "*6*", "*7*", "*8*" Screen: *Self-Reported* Items: All records Criteria: 1.*Course Number* starts with one of: "*5*", "*6*", "*7*", "*8*"			
[Semester] [Year]	[Course Prefix][Course Number]-[Section Number]	Course Name	Official Enrollment Number
[Semester] [Year]	[Course Prefix][Course Number]-[Section Number]	Course Name	Official Enrollment Number

*13b.   Credits of Courses taught from line 13a; include fraction if team-taught

This data will be provided by University Sources.

*14a.   Independent study students supervised

Students: Sum of "*Official Enrollment Number*"

*14b.   Credits of Independent study students supervised from line 14a

This data will be provided by University Sources.

*15a.   Major advisees graduated – Ph. D.

[[Student Last Name], [Student First Name]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).
Committee: [list of [**You and Other Advisors Information**] as "[Last Name], [First Name] [Middle Name/Initial] ([Advisor Type])"]

*15b.   Major advisees graduated - Masters

Screen: *Graduate **
Items: All records
Criteria (is one of):
1.*Will this student graduate within this academic year? (PAR 15)* is equal to "*Yes*" and *You and Other Advisors Information > Advisor Type* is equal to
        "*Major*" and *Level* is equal to "*Master*"
2.*Will this student graduate within this academic year? (PAR 15)* is equal to "*Yes*" and *You and Other Advisors Information > Advisor Type* is equal to
        "*Major*" and *Provost Annual Report Item #* contains the text "*(PAR 15b)*"

Screen: *MSW * (first record)* > *How many of your total advisees graduated this academic year?*
Items: All values

[[Student Last Name], [Student First Name]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).
Committee: [list of [**You and Other Advisors Information**] as "[Last Name], [First Name] [Middle Name/Initial] ([Advisor Type])"]

If MSW students, Number of Advisees: [Sum of Advisees]

*16a.   Current major advisees - Ph.D.

Screen: *Graduate **
Items: All records
Criteria (is one of):
1.*You and Other Advisors Information > Advisor Type* is equal to "*Major*" and *Will this student graduate within this academic year? (PAR 15)* is equal to
        "*No*" and *Level* is equal to "*Doctorate*"
2.*You and Other Advisors Information > Advisor Type* is equal to "*Major*" and *Provost Annual Report Item #* contains the text "*(PAR 16a)*"

[[Student Last Name], [Student First Name]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).
Committee: [list of [**You and Other Advisors Information**] as "[Last Name], [First Name] [Middle Name/Initial] ([Advisor Type])"]

*16b.   Current major advisees - Masters

Screen: *Graduate **
Items: All records
Criteria (is one of):
1.*You and Other Advisors Information > Advisor Type* is equal to "*Major*" and *Level* is equal to "*Master*" and *Will this student graduate within this
        academic year? (PAR 15)* is equal to "*No*"
2.*You and Other Advisors Information > Advisor Type* is equal to "*Major*" and *Level* is equal to "*Master*" and *Will this student graduate within this
        academic year? (PAR 15)* does not have a value
3.*You and Other Advisors Information > Advisor Type* is equal to "*Major*" and *Provost Annual Report Item #* contains the text "*(PAR 16b)*"
Screen: *MSW * (first record)* > *Individual Field Student Advisees - Fall Semester*
Items: All values
Criteria:
1.*Individual Field Student Advisees - Fall Semester*, *Individual Field Student Advisees - Spring Semester* all have a value

Screen: *MSW * (first record)* > *Individual Field Student Advisees - Spring Semester*
Items: All values
Criteria:
1.*Individual Field Student Advisees - Fall Semester*, *Individual Field Student Advisees - Spring Semester* all have a value

[[Student Last Name], [Student First Name]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).
Committee: [list of [**You and Other Advisors Information**] as "[Last Name], [First Name] [Middle Name/Initial] ([Advisor Type])"]

If MSW students, number of minority advisees: Sum of [Field/Non-Field Student Advisees] divided by 2

*16c.   Current major advisees - 6th Year

[[Student Last Name], [Student First Name]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).
Committee: [list of [**You and Other Advisors Information**] as "[Last Name], [First Name] [Middle Name/Initial] ([Advisor Type])"]

17a.   Associate advisory committee memberships – Ph.D.

[[Student Last Name], [Student First Name]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).
Committee: [list of [**You and Other Advisors Information**] as "[Last Name], [First Name] [Middle Name/Initial] ([Advisor Type])"]

17b.   Associate advisory committee memberships - Masters

[[Student Last Name], [Student First Name]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Committee: [list of [**You and Other Advisors Information**] as "[Last Name], [First Name] [Middle Name/Initial] ([Advisor Type])"]

17c.   Associate advisory committee memberships - 6th Year

Screen: *Graduate ***
Items: All records
Criteria (is one of):
1.*You and Other Advisors Information* > *Advisor Type* is equal to "*Associate*" and *Level* is equal to "*6th Year*"
2.*You and Other Advisors Information* > *Advisor Type* is equal to "*Associate*" and *Provost Annual Report Item #* contains the text "*(PAR 17c)*"

[[Student Last Name], [Student First Name]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).
Committee: [list of [**You and Other Advisors Information**] as "[Last Name], [First Name] [Middle Name/Initial] ([Advisor Type])"]

*18a.   Minority student major advisees – Ph.D

Screen: *Graduate ***
Items: All records
Criteria (is one of):
1.*Diversity (PAR 18)* is equal to "*US minority*" and *Level* is equal to "*Doctorate*" and *You and Other Advisors Information* > *Advisor Type* is equal to "*Major*"
2.*Diversity (PAR 18)* is equal to "*US minority*" and *Provost Annual Report Item #* contains the text "*(PAR 16a)*" and *You and Other Advisors Information* > *Advisor Type* is equal to "*Associate*"

[[Student Last Name], [Student First Name]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).
Committee: [list of [**You and Other Advisors Information**] as "[Last Name], [First Name] [Middle Name/Initial] ([Advisor Type])"]

*18b.   Minority student major advisees - Masters

Screen: *Graduate ***
Items: All records
Criteria (is one of):
1.*Diversity (PAR 18)* is equal to "*US minority*" and *Level* is equal to "*Master*" and *You and Other Advisors Information* > *Advisor Type* is equal to "*Major*"
2.*Diversity (PAR 18)* is equal to "*US minority*" and *Provost Annual Report Item #* contains the text "*(PAR 16b)*" and *You and Other Advisors Information* > *Advisor Type* is equal to "*Associate*"
Screen: *MSW * (first record)* > *Minority Student Advisees*
Items: All values

[[Student Last Name], [Student First Name]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).
Committee: [list of [**You and Other Advisors Information**] as "[Last Name], [First Name] [Middle Name/Initial] ([Advisor Type])"]

If group, number of minority advisees: Sum of "*Minority Student Advisees*"

19.   Graduate Interns supervised

Number of Ph.D. Interns:

(a) Semester	(b) Course Number	(c) Location	(d) Number of Interns
Screen: **Peoplesoft Reported** > **Number of Doctoral Students** Items: All values Criteria: 1.**Does this course offer internship/fieldwork opportunity?** is equal to "*Yes*" and **Number of Doctoral Students** has a value Screen: **Self-Reported** > **Number of Doctoral Students** Items: All values Criteria: 1.**Does this course offer internship/fieldwork opportunity?** is equal to "*Yes*" and **Number of Doctoral Students** has a value			
[Semester] [Year]	[Course Prefix][Course Number]-[Section Number]	[Location]	[Number of Doctoral Students]
[Semester] [Year]	[Course Prefix][Course Number]-[Section Number]	[Location]	[Number of Doctoral Students]

Number of Masters Interns:

(a) Semester	(b) Course Number	(c) Location	(d) Number of Interns
Screen: **Peoplesoft Reported** > **Number of Masters Students** Items: All values Criteria: 1.**Does this course offer internship/fieldwork opportunity?** is equal to "*Yes*" and **Number of Masters Students** has a value Screen: **Self-Reported** > **Number of Masters Students** Items: All values Criteria: 1.**Does this course offer internship/fieldwork opportunity?** is equal to "*Yes*" and **Number of Masters Students** has a value			
[Semester] [Year]	[Course Prefix][Course Number]-[Section Number]	[Location]	[Number of Masters Students]
[Semester] [Year]	[Course Prefix][Course Number]-[Section Number]	[Location]	[Number of Masters Students]

20.   Pre-doctoral major advisees with extramural support awarded in national competition   - *NSF, Javits, Danforth, Rockefeller, Ford, etc.*

Screen: **Graduate *** > **You and Other Advisors Information** Items: All rows Criteria: 1.**Level** is one of: "*Master*", "*Doctorate*" and **Will this student graduate within this academic year? (PAR 15)** is equal to "*No*" and **Supported through (PAR 20)** is equal to "*Extramural, competitive award*" and **Advisor Type** is equal to "*MAJOR*"

[Student Last Name], [Student First Name]. Source: [Source?]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Committee: [list of [**You and Other Advisors Information**] as "[Last Name], [First Name] [Initial of: [Middle Name/Initial]] ([Advisor Type])"]

*21.   Postdoctoral fellows working with your faculty

Screen: **Mentoring for Post Doctorates, Visiting Scholars/Fellows, or Residents *** Items: All records

[Last Name], [First Name]. [Type of Mentoree]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

22.   National or University-wide teaching awards

[Title of Award or Honor], [Sponsoring Organization]. ([If Appointment, Start Month If Appointment, Start Day, If Appointment, Start Year - Month Award or Honor Received (if Appointment, End Month) Day Award or Honor Received (if Appointment, End Day), Year Award or Honor Received (if Appointment, End Year)]).

*23.   Official advisors to graduate student organizations

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

SCHOLARSHIP: PUBLICATIONS & CONFERENCES

24. Scholarly books or monographs *(Textbooks, books of fiction, poetry or essays should be included in items 27 or 52).*

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

25. Scholarly books edited *(List here edited books to which the faculty member has made a substantive original contribution, otherwise use item 26).*

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

26. Scholarly books assembled *(List here edited collections with little or no original contribution by the faculty member).*

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

27. Textbooks *(Include both new and revised editions).*

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

28.   Manuals (laboratory, computer, student guides)

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

29a.   Software packages: Long

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

29b.   Software packages: Short

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page

Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

30.   Book chapters

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

31.   Full-length articles in refereed journals *(Includes review articles.   Other reviews should be listed in items 33 or 38.   Article size is field-specific: for example, a three-page Science article describing an experiment is considered full-length.)*

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

32.   Short refereed journal articles *(Short papers include notes, comments, etc.)*

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

33.   Non-refereed journal articles *(Same as for full-length refereed articles above, only not refereed. Include long reviews of books, drama, music, art; long pieces for professional journals and general magazines, encyclopedias, newspapers, radio and television)*

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

34.   Published conference proceedings (full paper) (Full-length papers presented at learned society meetings, not abstracts (which are listed in item 35). Invited presentations at conferences (keynote address, invited symposia) should be listed here and also under items (69) or (71).)

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

[[Presentation Type] or [Explanation of "Other"]]
[list of [**Presenters**] as "[Last Name], [F. N.] [M. N.]"], "[Presentation Title]", [Conference/Meeting Name], [Sponsoring organization, if appropriate].

35.   Conference proceedings and presentation (short paper, abstract or poster) (Do not include abstracts listed in item 34.   Include here animal, plant and landscape shows and exhibitions.)

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work*

(e.g. a chapter in a book), Title of Larger Work] ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

[[Presentation Type] or [Explanation of "Other"]]
[list of [**Presenters**] as "[Last Name], [F. N.] [M. N.]"], "[Presentation Title]", [Conference/Meeting Name], [Sponsoring organization, if appropriate].

36.   Technical reports and published working papers (include research laboratory reports to extramural agencies)

Screen: *Intellectual Contributions ***
Items: All records
Criteria:
1.*Current Publication Status* is equal to "*Published*" and *Report Start Date* to *Report End Date* (dates must exist) overlaps with *Date Published (Start)* to *Date Published (End)* (dates must exist) and *Provost Annual Report Item #* contains the text "*(PAR 36)*"

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

37.   Patents

Screen: *Intellectual Property and Patents ***
Items: All records
Criteria:
1.*Report Start Date* to *Report End Date* (dates must exist) overlaps with *Date Patent Awarded (Start)* to *Date Patent Awarded (End)* (dates must exist) and *Patent, Copyright, or Trademark?* is equal to "*Patent*"

Screen: *Intellectual Property and Patents ***
Items: All records
Criteria:
1.*Report Start Date* to *Report End Date* (dates must exist) overlaps with *Date Patent Awarded (Start)* to *Date Patent Awarded (End)* (dates must exist) and *Provost Annual Report Item #* contains the text "*(PAR 37)*"

[Title]. [Patent, Copyright, or Trademark?]. ([Month Patent Awarded Day Patent Awarded, Year Patent Awarded]).

38.   Reviews (book, drama, music or art)

Screen: *Intellectual Contributions ***
Items: All records
Criteria:
1.*Current Publication Status* is equal to "*Published*" and *Report Start Date* to *Report End Date* (dates must exist) overlaps with *Date Published (Start)* to *Date Published (End)* (dates must exist) and *Provost Annual Report Item #* contains the text "*(PAR 38)*"

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

39a.   Extension Bulletins: Major

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

39b.   Extension Bulletins: Minor

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

40.   Miscellaneous other publications (Include newspaper op-ed pieces, unedited pamphlets, popular magazine articles)

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

SCHOLARSHIP: OTHER CREATIVE PRODUCTS

41a.   Performances as conductor/director: (a) Major / (b) Minor

Screen: *Artistic and Professional Performances and Exhibits* *
Items: All records
Criteria:
1.*Role* is equal to "*Performance as Conductor/Director - Major*"

Screen: *Artistic and Professional Performances and Exhibits* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 41a)*"

Screen: *Artistic and Professional Performances and Exhibits* *
Items: All records
Criteria:
1.*Role* is equal to "*Performance as Conductor/Director - Minor*"

Screen: *Artistic and Professional Performances and Exhibits* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 41b)*"

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

42.   Performances in recording

Screen: *Artistic and Professional Performances and Exhibits* *
Items: All records
Criteria:
1.*Type of Work* is equal to "*Performance in Recording*"

Screen: *Artistic and Professional Performances and Exhibits* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 42)*"

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

43.   Audio or visual recordings as producer

Screen: *Artistic and Professional Performances and Exhibits* *
Items: All records
Criteria:
1.*Type of Work* is equal to "*Audio or Visual Recording as Producer*"

Screen: *Artistic and Professional Performances and Exhibits* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 43)*"

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

44.   Performances in recitals/concerts: (a) Solo (b) Ensemble

Screen: *Artistic and Professional Performances and Exhibits **
Items: All records
Criteria:
1.*Type of Work* is equal to "*Performance in Recital/Concert - Solo*"

Screen: *Artistic and Professional Performances and Exhibits **
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 44)*"

Screen: *Artistic and Professional Performances and Exhibits **
Items: All records
Criteria:
1.*Type of Work* is equal to "*Performance in Recital/Concert - Ensemble*" and *Individual/Solo or Group/Ensemble?* is equal to "*Group/Ensemble*"

Screen: *Artistic and Professional Performances and Exhibits **
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 44b)*"

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

45.   Actor/performer in: (a) Major roles (b) Minor roles

Screen: *Artistic and Professional Performances and Exhibits **
Items: All records
Criteria:
1.*Type of Work* is equal to "*Actor/Performer in - Major Role*"

Screen: *Artistic and Professional Performances and Exhibits **
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 45a)*"

Screen: *Artistic and Professional Performances and Exhibits **
Items: All records
Criteria:
1.*Type of Work* is equal to "*Actor/Performer in - Minor Role*"

Screen: *Artistic and Professional Performances and Exhibits **
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 45b)*"

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

46.   Technical designs or productions: (a) Major   (b) Minor

Screen: *Artistic and Professional Performances and Exhibits **
Items: All records
Criteria:
1.*Type of Work* is equal to "*Technical Design or Production - Major*"

Screen: *Artistic and Professional Performances and Exhibits **
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 46a)*"

Screen: *Artistic and Professional Performances and Exhibits **
Items: All records

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

47.   One person exhibitions

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

48.   Group invitational shows

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

49.   Group juried shows

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

50.   Curated exhibitions

Screen: *Artistic and Professional Performances and Exhibits* *
Items: All records
Criteria:
1.*Type of Work* is equal to "*Curated exhibitions*"

Screen: *Artistic and Professional Performances and Exhibits* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 50)*"

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

51.   Musical compositions: (a) Large form   (b) Short form
        A musical piece composed by a faculty member and performed off-campus. Large form includes symphonies, operas, concertos or major chamber works. Short form includes incidental music or similar works.

Screen: *Artistic and Professional Performances and Exhibits* *
Items: All records
Criteria:
1.*Type of Work* is one of: "*Musical Composition - Large Form*", "*Music*"

Screen: *Artistic and Professional Performances and Exhibits* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 51a)*"

Screen: *Artistic and Professional Performances and Exhibits* *
Items: All records
Criteria:
1.*Type of Work* is equal to "*Musical Composition - Short Form*"

Screen: *Artistic and Professional Performances and Exhibits* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 51b)*"

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

52.   Published creative writing: (a) Large form (b) Short form
        Creative writing published or a play produced professionally.   Large form includes novels; full-length plays; books of poetry, essays or short stories.   Short form includes short stories, poems, essays or one-act plays.

Screen: *Intellectual Contributions* *
Items: All records
Criteria:
1.*Current Publication Status* is equal to "*Published*" and *Report Start Date* to *Report End Date* (dates must exist) overlaps with *Date Published (Start)* to *Date Published (End)* (dates must exist) and *Provost Annual Report Item #* contains the text "*(PAR 52a)*"

Screen: *Intellectual Contributions* *
Items: All records
Criteria:
1.*Current Publication Status* is equal to "*Published*" and *Report Start Date* to *Report End Date* (dates must exist) overlaps with *Date Published (Start)* to *Date Published (End)* (dates must exist) and *Provost Annual Report Item #* contains the text "*(PAR 52b)*"

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

53. Original exhibition catalog notes or program notes for concerts or plays

Screen: ***Artistic and Professional Performances and Exhibits ****
Items: All records
Criteria:
1.***Type of Work*** is equal to "*Original exhibition catalog notes or program notes for concerts or plays*"

Screen: ***Artistic and Professional Performances and Exhibits ****
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 53)*"

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

54. Musical arrangements or editions

Screen: ***Artistic and Professional Performances and Exhibits ****
Items: All records
Criteria:
1.***Type of Work*** is equal to "*Musical Arrangement or Edition*" and ***Role*** is equal to "*Editor/Arranger*"

Screen: ***Artistic and Professional Performances and Exhibits ****
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 54)*"

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

55. Transcriptions or translations

Screen: ***Intellectual Contributions ****
Items: All records
Criteria:
1.***Current Publication Status*** is equal to "*Published*" and ***Report Start Date*** to ***Report End Date*** (dates must exist) overlaps with ***Date Published (Start)*** to ***Date Published (End)*** (dates must exist) and ***Provost Annual Report Item #*** contains the text "*(PAR 55)*"

[list of [**Authors/Editors/Translators**] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of This Contribution]. In [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Ed.), [list of [**Authors/Editors/Translators**] as "[F. N.] [M. N.] [Last Name]"] (Trans.). *[If this is part of a larger work (e.g. a chapter in a book), Title of Larger Work]* ([Issue Number/Edition] ed., vol. [Volume], pp. [Page Numbers]). [First value of [City and State of Journal/Publisher] and [Country of Journal/Publisher (if outside the US)]]: [Publisher/Proceedings Publisher]. [Web Address]. [Digital Object Identifier (DOI)].

SCHOLARSHIP: SCHOLARLY REPUTATION

56. Editorships of major journals *(The number of major journals varies widely according to discipline. Those journals that are generally accepted as major in your field are referred to here. Major journals may include mass-circulation newspapers and magazines. Editor and Associate Editor (item 57) are formal titles for these journals. Editorial board memberships, short term, guest and special editorships should be listed under item 58).*

Screen: *Editorship Activities* *
Items: All records
Criteria:
1.*Position Held* is one of: "*Editor in Chief*", "*Area/Section/Column Chief Editor*" and Is This A Major Journal In Your Field? contains the text "*Yes*"

Screen: *Editorship Activities* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 56)*"

[Position Held], [Name of Publication]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

57. Associate editorships of major journals or sole organizer of major conferences (*Major conferences include national/international meetings. Organizing committee memberships go in item 97.)*

Screen: *Editorship Activities* *
Items: All records
Criteria:
1.*Position Held* is equal to "*Associate Editor*" and Is This A Major Journal In Your Field? contains the text "*Yes*"

Screen: *Editorship Activities* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 57)*"

Screen: *Senior Position in Professional Organization* *
Items: All records
Criteria:
1.*Position Held* is equal to "*Officer, Other*" and *If Activity is Organizing a Conference, choose Conference Type* is equal to "*Major*"

Screen: *Senior Position in Professional Organization* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 57)*"

[Position Held], [Name of Publication]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[[Position Held] or [Explanation of "Other"]], [Name of Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

58. Other editorial positions or organizer of other conferences *(Member of editorial boards of journals, news media; editors of conference proceedings; editorships or associate editorships of non-major journals, general editorships of book series or collections, consulting editor, guest or short term editor, etc. Other conferences are small, regional meetings.)*

Screen: *Editorship Activities* *
Items: All records
Criteria:
1.*Position Held* is equal to "*Other Editorial Position*" and Is This A Major Journal In Your Field? contains the text "*No*"

Screen: *Editorship Activities* *
Items: All records
Criteria:

[Position Held], [Name of Publication]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[[Position Held] or [Explanation of "Other"]], [Name of Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

59. Major officers of large national/international learned societies *(Some disciplines have one or two large societies representing the entire profession.   It is these to which this item refers.   For disciplines with several smaller societies, see item 60.   By major offices we mean President, Vice President, Secretary or Treasurer).*

Screen: ***Senior Position in Professional Organization*** *
Items: All records
Criteria:
1.***Position Held*** is one of: "*Officer, President/Elect/Past*", "*Officer, Treasurer/Secretary*", "*Chair*", "*Board Member*", "*Vice President*" and ***Scope of Organization*** is one of: "*International*", "*National*"

Screen: ***Senior Position in Professional Organization*** *
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 59)*"

[[Position Held] or [Explanation of "Other"]], [Name of Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

60. Other officers of large national/international learned societies (*Include significant committee membership, conference session chair, etc.)*

Screen: ***Senior Position in Professional Organization*** *
Items: All records
Criteria:
1.***Position Held*** is one of: "*Officer, Other*", "*Session Chair of Conference*" and ***Scope of Organization*** is one of: "*International*", "*National*"

Screen: ***Senior Position in Professional Organization*** *
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 60)*"

[[Position Held] or [Explanation of "Other"]], [Name of Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

61. Major officers of small or non-national learned societies. *(If a discipline has several small national societies representing it, officers should be included here, as should officers of state and regional societies.)*

Screen: ***Senior Position in Professional Organization*** *
Items: All records
Criteria:
1.***Scope of Organization*** is one of: "*Regional*", "*State*", "*Local*", "*University*" and ***Position Held*** is one of: "*Officer, President/Elect/Past*", "*Officer, Treasurer*", "*Officer, Secretary*", "*Chair*", "*Officer, Vice President*"

Screen: ***Senior Position in Professional Organization*** *
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 61)*"

Screen: ***Public and Community Service*** *
Items: All records
Criteria:
1.***Scope of Service*** is one of: "*State*", "*Local*" and ***Position/Role*** contains the text "*Officer*"

Screen: ***Public and Community Service*** *
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 61)*"

[[Position Held] or [Explanation of "Other"]], [Name of Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[[Position/Role] or [Explanation of "Other"]]. [Title of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

62.   Member of federal peer review committees *(DOD, DOE, NEA, NEH, NIH, NSF, USDA, etc.).*

Screen: *Ad Hoc Reviews, Grant Agency/Peer Review Committees* *
Items: All records
Criteria:
1.*Position Held* is equal to "*Review Board Member*" and *Scope of Organization* is equal to "*Federal*"

Screen: *Ad Hoc Reviews, Grant Agency/Peer Review Committees* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 62)*"

[Name of the Organization], [[Position Held] or [Explanation of "Other"]], ([Start Month Start Day, Start Year - End Month End Day, End Year]).
[[Type of Review] or [If Other]]

63.   Member of other national/international peer review committees

Screen: *Ad Hoc Reviews, Grant Agency/Peer Review Committees* *
Items: All records
Criteria:
1.*Position Held* is equal to "*Review Board Member*" and *Scope of Organization* is one of: "*International*", "*National*"

Screen: *Ad Hoc Reviews, Grant Agency/Peer Review Committees* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 63)*"

[Name of the Organization], [[Position Held] or [Explanation of "Other"]], ([Start Month Start Day, Start Year - End Month End Day, End Year]).
[[Type of Review] or [If Other]]

64.   Member of state or regional peer review committees

Screen: *Ad Hoc Reviews, Grant Agency/Peer Review Committees* *
Items: All records
Criteria:
1.*Position Held* is equal to "*Review Board Member*" and *Scope of Organization* is one of: "*Regional*", "*State*", "*Local*"

Screen: *Ad Hoc Reviews, Grant Agency/Peer Review Committees* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 64)*"

[Name of the Organization], [[Position Held] or [Explanation of "Other"]], ([Start Month Start Day, Start Year - End Month End Day, End Year]).
[[Type of Review] or [If Other]]

65. *Ad hoc* reviews for granting agencies, journals, publishers or other universities *(Ad hoc reviews do not include University of Connecticut reviews (e.g., UCRF).   Include manuscript-reviewing activities here as well as dissertation and PTR reviews for other universities).*

> Screen: ***Ad Hoc Reviews, Grant Agency/Peer Review Committees ****
> Items: All records
> Criteria:
> 1.***Position Held*** is one of: "*Review Board Member*", "*Other*"
>
> Screen: ***Ad Hoc Reviews, Grant Agency/Peer Review Committees ****
> Items: All records
> Criteria:
> 1.***Provost Annual Report Item #*** contains the text "*(PAR 65)*"

[Name of the Organization], [[Position Held] or [Explanation of "Other"]], ([Start Month Start Day, Start Year - End Month End Day, End Year]).
[[Type of Review] or [If Other]]

66. National/international awards, prizes or honorary degrees
Include NSF career awards, Pulitzer or Nobel prizes, appointments to national academies.   Count continuing awards annually.   These are non-teaching awards.

> Screen: ***Awards, Honors, and Non-Monetary Fellowships ****
> Items: All records
> Criteria:
> 1.***Type of Award or Honor*** is equal to "*Award/Honor Recipient*" and ***Scope*** is one of: "*Federal*", "*National*", "*International*"
>
> Screen: ***Awards, Honors, and Non-Monetary Fellowships ****
> Items: All records
> Criteria:
> 1.***Provost Annual Report Item #*** contains the text "*(PAR 66)*"

[Title of Award or Honor], [Sponsoring Organization]. ([If Appointment, Start Month If Appointment, Start Day, If Appointment, Start Year - Month Award or Honor Received (if Appointment, End Month) Day Award or Honor Received (if Appointment, End Day), Year Award or Honor Received (if Appointment, End Year)]).

67. Appointed Fellows of national/international learned societies
Include appointments to state societies like the Connecticut Academy of Science and Engineering.

> Screen: ***Awards, Honors, and Non-Monetary Fellowships ****
> Items: All records
> Criteria:
> 1.***Type of Award or Honor*** is equal to "*Appointed Fellow*" and ***Scope*** is one of: "*Federal*", "*National*", "*International*"
>
> Screen: ***Awards, Honors, and Non-Monetary Fellowships ****
> Items: All records
> Criteria:
> 1.***Provost Annual Report Item #*** contains the text "*(PAR 67)*"
>
> Screen: ***Membership of Professional or Voluntary Organizations ****
> Items: All records
> Criteria:
> 1.***Position Held*** is equal to "*Appointed Fellowship*" and ***Scope of Organization*** is one of: "*Federal*", "*National*", "*International*"
>
> Screen: ***Membership of Professional or Voluntary Organizations ****
> Items: All records
> Criteria:
> 1.***Provost Annual Report Item #*** contains the text "*(PAR 67)*"

[Title of Award or Honor], [Sponsoring Organization]. ([If Appointment, Start Month If Appointment, Start Day, If Appointment, Start Year - Month Award or Honor Received (if Appointment, End Month) Day Award or Honor Received (if Appointment, End Day), Year Award or Honor Received (if Appointment, End Year)]).

[Name of Organization]. [[Type of Organization] or [Explanation of "Other"]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

68.   Other awards or prizes (non-teaching)

Screen: **Awards, Honors, and Non-Monetary Fellowships ***
Items: All records
Criteria:
1.**Type of Award or Honor** is equal to "*Award/Honor Recipient*" and **Scope** is one of: "*College/School*", "*University*", "*State*", "*Regional*"

Screen: **Awards, Honors, and Non-Monetary Fellowships ***
Items: All records
Criteria:
1.**Provost Annual Report Item #** contains the text "*(PAR 68)*"

[Title of Award or Honor], [Sponsoring Organization]. ([If Appointment, Start Month If Appointment, Start Day, If Appointment, Start Year - Month Award or Honor Received (if Appointment, End Month) Day Award or Honor Received (if Appointment, End Day), Year Award or Honor Received (if Appointment, End Year)]).

69.   Keynote/plenary lectures at national/international conferences

Screen: **Scholarly Presentations/Conferences ***
Items: All records
Criteria:
1.**Presentation Type** is equal to "*Keynote/Plenary Address*" and **Scope** is one of: "*International*", "*National*", "*Federal*"

Screen: **Scholarly Presentations/Conferences ***
Items: All records
Criteria:
1.**Provost Annual Report Item #** contains the text "*(PAR 69)*"

[list of [**Presenters**] as "[Last Name], [F. N.] [M. N.]"], "[Presentation Title]", [Conference/Meeting Name], [Sponsoring organization, if appropriate].

70.   Invited Visiting Professorships

Screen: **Visiting Professorships ***
Items: All records
Criteria:
1.**Name of University/Institution** has a value

Screen: **Visiting Professorships ***
Items: All records
Criteria:
1.**Provost Annual Report Item #** contains the text "*(PAR 70)*"

[Name of University/Institution], [[Nature of Activity] or [Explanation of "Other"]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

71. Invited scholarly colloquia, presentations or symposia *(These include off-campus invitations (keynote addresses should be in item (69) and session chairs in item (60)).*

Screen: ***Scholarly Presentations/Conferences *****
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 71)*"

[list of [**Presenters**] as "[Last Name], [F. N.] [M. N.]"], "[Presentation Title]", [Conference/Meeting Name], [Sponsoring organization, if appropriate].

72. Artistic performances by invitation from major orchestras or institutions

Screen: ***Artistic and Professional Performances and Exhibits *****
Items: All records
Criteria:
1.***Role*** is one of: "*Actor/Performer*", "*Conductor/Director*"

Screen: ***Artistic and Professional Performances and Exhibits *****
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 72)*"

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

73. National consultancies, clinics and workshops
Consultancies for which a form is filed with the Provost's Office (or comparable ones during the summer for which no form is filed) that result from the faculty members reputation in the field.   Other consultancies can be listed in the appropriate item under "Service".

Screen: ***Consulting *****
Items: All records
Criteria:
1.***Client/Organization*** has a value and ***Scope*** is one of: "*International*", "*National*"

Screen: ***Consulting *****
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 73)*"

[Client/Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

74. Access gained to national research facilities, for example, *supercomputers.*

Screen: ***Awards, Honors, and Non-Monetary Fellowships *****
Items: All records
Criteria:
1.***Type of Award or Honor*** is one of: "*Award/Honor Recipient*", "*Other*" and ***Category*** is equal to "*Special Clearance or Access*"

Screen: ***Awards, Honors, and Non-Monetary Fellowships *****
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 74)*"

[Title of Award or Honor], [Sponsoring Organization]. ([If Appointment, Start Month If Appointment, Start Day, If Appointment, Start Year - Month Award or Honor Received (if Appointment, End Month) Day Award or Honor Received (if Appointment, End Day), Year Award or Honor Received (if Appointment, End Year)]).

75.   Commissioned work of arts, architectural and graphic designs, music or drama
        Work should be included also in the appropriate category of "Other Creative Products" (in year completed).

Screen: ***Artistic and Professional Performances and Exhibits ****
Items: All records
Criteria:
1.***Work/Exhibit Title*** has a value

Screen: ***Artistic and Professional Performances and Exhibits ****
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 75)*"

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

76.   Other sales of major works of art, music or drama

Screen: ***Artistic and Professional Performances and Exhibits ****
Items: All records
Criteria:
1.***Work/Exhibit Title*** has a value and ***Compensated or Pro Bono?*** is one of: "*Paid to Individual*", "*Paid to University*"

Screen: ***Artistic and Professional Performances and Exhibits ****
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 76)*"

[Work/Exhibit Title]. [[Type of Work] or [Explanation of "Other"]]. [Sponsor]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

SCHOLARSHIP: EXTERNAL FUNDING

Data for items 77-79 are reported through University sources. Office of Sponsored Programs (OSP) is the source for this data. This template is provided only for documentation by individual faculty, as desired.

77.   Active or approved grants
        Include grants that were active during this fiscal year. These may include grants approved in a previous fiscal year but still active during this fiscal year.

Screen: *Through OSP **
Items: All records
Criteria:
1.*Grant/Contract/Project Title* has a value and *Current Status* is one of: "*Awarded/Active*", "*Pre Award*", "*Closed*" and *Report Start Date* to *Report End Date* (dates must exist) overlaps with *Contract Start Date (Start)* to *Contract End Date (End)* (dates must exist)

Screen: *Through OSP **
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 77)*"

Screen: *Outside OSP (e.g. Foundation) **
Items: All records
Criteria:
1.*Grant/Contract/Project Title* has a value and *Current Status* is one of: "*Awarded/Active*", "*Pre Award*", "*Closed*" and *Report Start Date* to *Report End Date* (dates must exist) overlaps with *Contract Start Date (Start)* to *Contract End Date (End)* (dates must exist)

Screen: *Outside OSP (e.g. Foundation) **
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 77)*"

[Grant/Contract/Project Title], [Sponsoring Organization]. Total Awarded: $[Total Award] Direct Expenditures: $[Direct expenditures for Current Year]. Approved [Month Approved Day Approved, Year Approved]. Contract Start Date [Contract Start Month Contract Start Day, Contract Start Year - Contract End Month Contract End Day, Contract End Year].

[Grant/Contract/Project Title], [Sponsoring Organization]. Total Awarded: $[Total Award] Direct Expenditures: $[Direct expenditures for Current Year]. Approved [Month Approved Day Approved, Year Approved]. Contract Start Date [Contract Start Month Contract Start Day, Contract Start Year - Contract End Month Contract End Day, Contract End Year].

78.   Total amount of annual grant funds (direct expenditures)
        If grants include more than one Principal Investigator, fractions are reported by the faculty.

Screen: *Through OSP ** > *Direct expenditures for Current Year*
Items: All values
Criteria:
1.*Grant/Contract/Project Title* has a value and *Direct expenditures for Current Year* has a value and *Current Status* is one of: "*Awarded/Active*", "*Pre Award*", "*Closed*" and *Total Award* has a value and *Report Start Date* to *Report End Date* (dates must exist) overlaps with *Contract Start Date (Start)* to *Contract End Date (End)* (dates must exist)

Screen: *Outside OSP (e.g. Foundation) ** > *Direct expenditures for Current Year*
Items: All values
Criteria:
1.*Grant/Contract/Project Title* has a value and *Direct expenditures for Current Year* has a value and *Current Status* is one of: "*Awarded/Active*", "*Pre Award*", "*Closed*" and *Total Award* has a value and *Report Start Date* to *Report End Date* (dates must exist) overlaps with *Contract Start Date (Start)* to *Contract End Date (End)* (dates must exist)

[Grant/Contract/Project Title], [Sponsoring Organization]. Total Awarded: $[Total Award] Direct Expenditures: $[Direct expenditures for Current Year]. Approved [Month Approved Day Approved, Year Approved]. Contract Start Date [Contract Start Month Contract Start Day, Contract Start Year - Contract End Month Contract End Day, Contract End Year].

[Grant/Contract/Project Title], [Sponsoring Organization]. Total Awarded: $[Total Award] Direct Expenditures: $[Direct expenditures for Current Year]. Approved [Month Approved Day Approved, Year Approved]. Contract Start Date [Contract Start Month Contract Start Day, Contract Start Year - Contract End Month Contract End Day, Contract End Year].

79.   Grant proposals submitted

Screen: *Through OSP* *
Items: All records
Criteria:
1.*Current Status* is equal to "*Submitted*" and *Report Start Date* to *Report End Date* (dates must exist) overlaps with *Date Submitted (Start)* to *Date Submitted (End)* (dates must exist)

Screen: *Through OSP* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 79)*"

Screen: *Outside OSP (e.g. Foundation)* *
Items: All records
Criteria:
1.*Current Status* is equal to "*Submitted*" and *Report Start Date* to *Report End Date* (dates must exist) overlaps with *Date Submitted (Start)* to *Date Submitted (End)* (dates must exist)

Screen: *Outside OSP (e.g. Foundation)* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 79)*"

[Grant/Contract/Project Title], [Sponsoring Organization]. Total Awarded: $[Total Award] Direct Expenditures: $[Direct expenditures for Current Year]. Approved [Month Approved Day Approved, Year Approved]. Contract Start Date [Contract Start Month Contract Start Day, Contract Start Year - Contract End Month Contract End Day, Contract End Year].

[Grant/Contract/Project Title], [Sponsoring Organization]. Total Awarded: $[Total Award] Direct Expenditures: $[Direct expenditures for Current Year]. Approved [Month Approved Day Approved, Year Approved]. Contract Start Date [Contract Start Month Contract Start Day, Contract Start Year - Contract End Month Contract End Day, Contract End Year].

*80.   Endowed chairs

Screen: *Awards, Honors, and Non-Monetary Fellowships* *
Items: All records
Criteria:
1.*Type of Award or Honor* is equal to "*Endowed Chair*"

Screen: *Awards, Honors, and Non-Monetary Fellowships* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 80)*"

[Title of Award or Honor], [Sponsoring Organization]. ([If Appointment, Start Month If Appointment, Start Day, If Appointment, Start Year - Month Award or Honor Received (if Appointment, End Month) Day

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Award or Honor Received (if Appointment, End Day), Year Award or Honor Received (if Appointment, End Year)]).

SERVICE & OUTREACH

This section is for extra-professional service that is not due to scholarly reputation and hence not listed in the scholarly reputation/production sections above.

81.   Presentations in student recruitment programs
    Formal full- or half-day programs.

Screen: ***University, School/College, Regional Campus, Department Service ****
Items: All records
Criteria (is one of):
1.***Type of Service Activity*** is equal to "*Student Recruiting Assistance*" and ***Is this for a minority audience?*** is equal to "*No*"
2.***Type of Service Activity*** is equal to "*Student Recruiting Assistance*" and ***Is this for a minority audience?*** does not have a value

Screen: ***University, School/College, Regional Campus, Department Service ****
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 81)*"

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

82.   Presentations in minority student recruitment activities
    Formal full- or half-day programs.

Screen: ***University, School/College, Regional Campus, Department Service ****
Items: All records
Criteria:
1.***Type of Service Activity*** is equal to "*Student Recruiting Assistance*" and ***Is this for a minority audience?*** is equal to "*Yes*"

Screen: ***University, School/College, Regional Campus, Department Service ****
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 82)*"

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

83.   Departmental or non-departmentalized school committee member
    Count only committee memberships that are active for this reporting period.

Screen: ***University, School/College, Regional Campus, Department Service ****
Items: All records
Criteria:
1.***Type of Service Activity*** is equal to "*Committee Work*" and ***Scope of Service*** is equal to "*Department*" and ***Position/Role*** is one of: "*Member*", "*Advisor*", "*Administrator*", "*Volunteer*", "*Other*"

Screen: ***University, School/College, Regional Campus, Department Service ****
Items: All records
Criteria:
1.***Provost Annual Report Item #*** contains the text "*(PAR 83)*"

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

84. Committee members

a. University committee member

Screen: **University, School/College, Regional Campus, Department Service** *
Items: All records
Criteria:
1.**Type of Service Activity** is equal to "*Committee Work*" and **Scope of Service** is equal to "*University*" and **Position/Role** is one of: "*Member*", "*Advisor*", "*Administrator*", "*Volunteer*", "*Other*"

Screen: **University, School/College, Regional Campus, Department Service** *
Items: All records
Criteria:
1.**Provost Annual Report Item #** contains the text "*(PAR 84a)*"

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

b. College or departmentalized School committee member

Screen: **University, School/College, Regional Campus, Department Service** *
Items: All records
Criteria:
1.**Type of Service Activity** is equal to "*Committee Work*" and **Scope of Service** is equal to "*School/College*" and **Position/Role** is one of: "*Member*", "*Advisor*", "*Administrator*", "*Volunteer*", "*Other*"

Screen: **University, School/College, Regional Campus, Department Service** *
Items: All records
Criteria:
1.**Provost Annual Report Item #** contains the text "*(PAR 84b)*"

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

c. Regional Campus committee member

Screen: **University, School/College, Regional Campus, Department Service** *
Items: All records
Criteria:
1.**Type of Service Activity** is equal to "*Committee Work*" and **Scope of Service** is equal to "*Regional Campus*" and **Position/Role** is one of: "*Member*", "*Advisor*", "*Administrator*", "*Volunteer*", "*Other*"

Screen: **University, School/College, Regional Campus, Department Service** *
Items: All records
Criteria:
1.**Provost Annual Report Item #** contains the text "*(PAR 84c)*"

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

85. Committee chairs

a. Departmental (or non-departmentalized school)

Screen: **University, School/College, Regional Campus, Department Service** *
Items: All records
Criteria:
1.**Type of Service Activity** is equal to "*Committee Work*" and **Scope of Service** is equal to "*Department*" and **Position/Role** is equal to "*Chair*"

Screen: **University, School/College, Regional Campus, Department Service** *
Items: All records
Criteria:
1.**Provost Annual Report Item #** contains the text "*(PAR 85a)*"

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

b.   University

Screen: *University, School/College, Regional Campus, Department Service *
Items: All records
Criteria:
1.*Type of Service Activity* is equal to "*Committee Work*" and *Scope of Service* is equal to "*University*" and *Position/Role* is equal to "*Chair*"

Screen: *University, School/College, Regional Campus, Department Service *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 85b)*"

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

c.   College or departmentalized School

Screen: *University, School/College, Regional Campus, Department Service *
Items: All records
Criteria:
1.*Type of Service Activity* is equal to "*Committee Work*" and *Scope of Service* is equal to "*School/College*" and *Position/Role* is equal to "*Chair*"

Screen: *University, School/College, Regional Campus, Department Service *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 85c)*"

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

d.   Regional Campus

Screen: *University, School/College, Regional Campus, Department Service *
Items: All records
Criteria:
1.*Type of Service Activity* is equal to "*Committee Work*" and *Scope of Service* is equal to "*Regional Campus*" and *Position/Role* is equal to "*Chair*"

Screen: *University, School/College, Regional Campus, Department Service *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 85d)*"

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

86.   Non-departmental administration
Include President, Provost, Associate Provost, Dean, Associate Dean, Director of Regional Campus, Museum and other directorships involving official release from teaching duties.   Report percent of appointment.

Screen: *University, School/College, Regional Campus, Department Service *
Items: All records
Criteria:
1.*Type of Service Activity* is equal to "*Administration (e.g. Dean, Director, Provost, President)*" and *Scope of Service* is one of: "*School/College*", "*Regional Campus*", "*University*", "*Other*"

Screen: *University, School/College, Regional Campus, Department Service *
Items: All records
Criteria:

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[[Position Held] or [Explanation of "Other"]], [Name of Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

87.   Clinical, extension or other "expert" services
       Note types of and frequency of services performed.   Include radio, television, newspaper interviews, specimen identification, and extension service presentations.

Screen: *Media and Public Relations* *
Items: All records
Criteria:
1.*Title of Activity* has a value

Screen: *Technical or Expert Assistance/Technology Transfer/Fee for Service* *
Items: All records
Criteria:
1.*Title of Activity* has a value

Screen: *University, School/College, Regional Campus, Department Service* *
Items: All records
Criteria:
1.*Title of Service Activity* has a value and *Scope of Service* is equal to "*Clinical Site*"

Screen: *Learning Events* *
Items: All records
Criteria:
1.*Is this activity part of a Formal Program?* is one of: "*No*"

Screen: *Media and Public Relations* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 87)*"

Screen: *Technical or Expert Assistance/Technology Transfer/Fee for Service* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 87)*"

Screen: *University, School/College, Regional Campus, Department Service* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 87)*"

Screen: *Learning Events* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 87)*"

[Title of Activity]. [[Role] or [Explanation of "Other"]], [Name of media]. [Type of Media]. ([Month of Publication/Airing Day of Publication/Airing, Year of Publication/Airing]).
[Narrative on Impact and Keywords (300 word limit)]

[Title of Activity]. [Type of Activity]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[Title of Activity]. [Type of Activity]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

88.   Formal outreach programs (including artistic programs) for schools or businesses.

Screen: *Public and Community Service* *
Items: All records
Criteria:
1.*Title of Service Activity* has a value and *Type of Service Activity* is equal to "*Formal Outreach Program*"

Screen: *Formal Programs* *
Items: All records
Criteria:
1.*Title/Name of Program* has a value

Screen: *Public and Community Service* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 88)*"

Screen: *Formal Programs* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 88)*"

Screen: *Learning Events* *
Items: All records
Criteria:
1.*Is this activity part of a Formal Program?* is one of: "*Yes*"

Screen: *Learning Events* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 88)*"

[[Position/Role] or [Explanation of "Other"]]. [Title of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[Title/Name of Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[Title of Activity]. [Type of Activity]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

89.   State committee member (not related to scholarship)
Do not include peer review committees listed in item (64).

Screen: *Public and Community Service* *
Items: All records
Criteria:
1.*Title of Service Activity* has a value and *Type of Service Activity* is equal to "*Committee Work*" and *Scope of Service* is equal to "*State*" and *list of [Targeted Audience] separated by ", "* contains one of the substrings: "*Schools and Colleges*", "*Government Agencies*" and *Is this a voluntary service organization?* is equal to "*No*"

Screen: *Public and Community Service* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 89)*"

[[Position/Role] or [Explanation of "Other"]]. [Title of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

90.   Consultancies for state/local government agencies

Screen: *Public and Community Service* *
Items: All records
Criteria:
1.*Title of Service Activity* has a value and *Type of Service Activity* is equal to "*Consulting*" and *Scope of Service* is one of: "*State*", "*Local*" and *list of [Targeted Audience] separated by ", "* contains one of the substrings: "*Government Agencies*"

Screen: *Consulting* *
Items: All records
Criteria:
1.*Client/Organization* has a value and *Consulting Type* is equal to "*Government*" and *Scope* is one of: "*State*", "*Local*"

Screen: *Public and Community Service* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 90)*"

Screen: *Consulting* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 90)*"

[[Position/Role] or [Explanation of "Other"]]. [Title of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[Client/Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

91.   Consultancies to state/regional businesses and institutions
Refers to businesses and schools operating primarily in the state. Those national and international organizations with offices in the state should be included in item (96).

Screen: *Public and Community Service* *
Items: All records
Criteria:
1.*Title of Service Activity* has a value and *Type of Service Activity* is equal to "*Consulting*" and *Scope of Service* is one of: "*Regional*", "*State*" and *list of [Targeted Audience] separated by ", "* contains one of the substrings: "*Businesses*", "*Schools and Colleges*", "*Other*"

Screen: *Consulting* *
Items: All records
Criteria:
1.*Client/Organization* has a value and *Consulting Type* is one of: "*Government*", "*Academic*", "*Non-Governmental Organization (NGO)*", "*Private For-Profit*", "*Private Not-For-Profit*", "*Technical/Professional*", "*Training/Education*" and *Scope* is one of: "*State*", "*Local*", "*Regional*"

Screen: *Public and Community Service* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 91)*"

Screen: *Consulting* *
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 91)*"

[[Position/Role] or [Explanation of "Other"]]. [Title of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[Client/Organization]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

92.   Member of voluntary service organizations

Screen: **Public and Community Service ***
Items: All records
Criteria:
1.**Provost Annual Report Item #** contains the text "*(PAR 92)*"

Screen: **Membership of Professional or Voluntary Organizations ***
Items: All records
Criteria:
1.**Provost Annual Report Item #** contains the text "*(PAR 92)*"

[[Position/Role] or [Explanation of "Other"]]. [Title of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[Name of Organization]. [[Type of Organization] or [Explanation of "Other"]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

93.   Services for or presentations to community groups

Screen: **Public and Community Service ***
Items: All records
Criteria:
1.**Title of Service Activity** has a value and **Type of Service Activity** is equal to "*Field Work (e.g. Presentation, Talk)*" and **list of [Targeted Audience]**
        separated by ", " contains one of the substrings: "*General Public/Community/Family*", "*Businesses*", "*Schools and Colleges*", "*Other*"

Screen: **University, School/College, Regional Campus, Department Service ***
Items: All records
Criteria:
1.**Type of Service Activity** is equal to "*Field Work (e.g. Presentation, Talk)*"

Screen: **Public and Community Service ***
Items: All records
Criteria:
1.**Provost Annual Report Item #** contains the text "*(PAR 93)*"

Screen: **University, School/College, Regional Campus, Department Service ***
Items: All records
Criteria:
1.**Provost Annual Report Item #** contains the text "*(PAR 93)*"

[[Position/Role] or [Explanation of "Other"]]. [Title of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[Title of Service Activity]. [Type of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

94.   Member of federal government committees (not related to scholarship)
Refers to work unrelated to oversight of scholarly efforts.

Screen: **Public and Community Service ***
Items: All records
Criteria:
1.**Title of Service Activity** has a value and **Type of Service Activity** is equal to "*Committee Work*" and **Scope of Service** is equal to "*Federal*" and **list of**
        [Targeted Audience] separated by ", " contains one of the substrings: "*Government Agencies*"

Screen: **Public and Community Service ***
Items: All records
Criteria:

[[Position/Role] or [Explanation of "Other"]]. [Title of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

95. Consultancies to federal government agencies (not related to scholarship)

Screen: *Public and Community Service ***
Items: All records
Criteria:
1.*Title of Service Activity* has a value and *Type of Service Activity* is equal to "*Consulting*" and *Scope of Service* is equal to "*Federal*" and *list of [Targeted Audience] separated by ", "* contains one of the substrings: "*Government Agencies*"

Screen: *Public and Community Service ***
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 95)*"

[[Position/Role] or [Explanation of "Other"]]. [Title of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

96. Consultancies to national/international institutions (businesses, schools, etc.)

Screen: *Public and Community Service ***
Items: All records
Criteria:
1.*Title of Service Activity* has a value and *Type of Service Activity* is equal to "*Consulting*" and *Scope of Service* is one of: "*International*", "*National*" and *list of [Targeted Audience] separated by ", "* contains one of the substrings: "*Businesses*", "*Schools and Colleges*", "*Other*"

Screen: *Public and Community Service ***
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 96)*"

[[Position/Role] or [Explanation of "Other"]]. [Title of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

97. Memberships on professional society committees

Screen: *Membership of Professional or Voluntary Organizations ***
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 97)*"

Screen: *Public and Community Service ***
Items: All records
Criteria:
1.*Provost Annual Report Item #* contains the text "*(PAR 97)*"

[Name of Organization]. [[Type of Organization] or [Explanation of "Other"]]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

[[Position/Role] or [Explanation of "Other"]]. [Title of Service Activity]. [If Applicable, Name of Committee, Organization, or Program]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).