When using Digital Measures for your Faculty Annual Achievement Report it may be difficult to determine what areas need to be completed and what areas can be updated at a later time, if desired. Below is a break down per “screen” of what will be included in the Faculty Annual Achievement Report and should be completed if applicable. If you do not have information for any given area or field, please leave it blank.

General Information:

**Personal and Contact Information**
- Preferred First Name, if desired
- Name of Endowed Position

**Rank and Tenure Information**
- Date Attained [Current Rank]

**Awards and Honors**
- Award or Honor Name
- Organization/Sponsor
- Purpose
- End Date
- Description

**External Connections and Collaborations**
- Type
- Organization
- Date

**Workload and Reassignment Information**
- Type
- Description
- Start Date
- End Date

**Annual, Mid-Tenure and Tenure and Promotion Statements**
- All elements

Teaching

**Academic Advising Overview**
- Academic Year
• Number of Undergraduate Students Advised
• Number of Graduate Students Advised
• Approx. Number of Hours Spent for the Year
• Description of Advising Activities

**Directed Student Learning**
• Involvement Type
• Student Name(s)
• Title of Student’s Work
• Comments
• Date Started
• Date Completed

**Non-Credit Instruction Taught**
• Instruction Type
• Title
• Number of Participants
• Number of Hours
• Component of For-Credit Instruction?
• Description
• Start Date
• End Date

**Scheduled Teaching**
• Mean Course Evaluation Score
• Number of Responses
• Department Mean
• Department Median
• Additional Instructors
• New Course Preparation?

**Scholarship/Research**

**Clinical Activities**
• Type of Clinical Activity
• Estimated Patients or Clients per Week
• Estimated Hours per Week
• Description
• Start Date
• End Date

**Creative Activities**
• Type of Work
• Work/Exhibit Title
• Sponsor
• Location

*Last Modified: January 13, 2015*
• Performer/Exhibitor/Lecturer
• Role
• If a student, what is his/her level?
• Scope
• Was this peer-reviewed/refereed?
• Invited or Accepted?
• Selection
• Venue
• Start Date
• End Date

**Office of Sponsored Programs Managed External Funding Awards**
• Investigators, Role
• Total Amount Awarded

**Funding**
• Internal or External?
• Award/Funding Type
• Status
• Scope
• Sponsor
• Description
• Role
• Total Amount Awarded
• Start Date of Funding
• End Date of Funding

**Publications/Intellectual Contributions**
• Contribution Type
• Current Status
• Title of Contribution
• Authors
• Journal/Publisher/Proceedings Publisher
• City and State of Journal/Publisher
• Volume
• Issue Number/Edition
• Page Number
• Number of Pages
• Web Address
• Was this refereed?
• Was this peer reviewed?
• Date (Submitted, Accepted, or Published)

**Presentations**
• Presentation Type
• Conference/Meeting Name
• Sponsoring Organization
• Location
• Presentation Title
• Authors
• Meeting Type
• Was this peer-reviewed/refereed?
• Published in Proceedings?
• Invited or Accepted?
• Start Date
• End Date

Research Disclosures/Patents/Copyrights
• Type
• Title
• Patent/Copyright Registration Number
• Property Country
• Inventor/Contributor
• Role
• If a student, what was his/her level?
• Date (Patent Application, Patent Approved, Research Disclosure Form Date, Copyright Registration Date, Date of Provisional Application, Date Licenses and/or Date of Start-Up)

Service

University & System Service
• Committee Name
• Institution
• Type of Service
• Position/Role
• Approx. Number of Hours Spent Per Year
• Were you elected or appointed?
• Activity Frequency
• Responsibilities/Brief Description
• Start Date
• End Date

Professional Service
• Organization/Committee/Club
• Position/Role
• City
• State
• Approx. Number of Hours Spent Per Year
• Approx. Number of Items Edited/Reviewed Per Year
• Were you elected or appointed?
• Responsibilities/Brief Description
• Start Date
• End Date
Public Service

- Organization/Committee/Club
- Position/Role
- City
- State
- Approx. Number of Hours Spent Per Year
- Were you elected or appointed?
- Responsibilities/Brief Description
- Start Date
- End Date