****

This eFAR template has description in red type that will not appear in the generated eFAR but serve to guide faculty in knowing where information originates for the eFAR. The template is accessed via UDC (University Data Commons) which is a warehouse of many databases from the university. Having the template here permits data to be pulled from faculty’s Elements profile as well as other databases not accessible to Elements (such as some OSP information, research expenditures, SPOT scores, etc.)

Access the template through

<https://udc.vt.edu>

Select the block for “Faculty Activity”, and then in the pull-down menu on the top right for “Faculty Activity Reports”, select “Individual”. For the “Report”, select the “CoE Annual Faculty Activity Report”. At the bottom of this UDC webpage is a link to download the template and review the information being populated.

To generate your eFAR at this same UDC location, enter the start date of January 1 of the FAR year, and end date of December 31 of the FAR year. Click “Download Report” and a Word document will be downloaded.

DO NOT EDIT data that is auto-imported. If there are clarifications to be made, please do so in that section or in the narrative at the end.

**ANNUAL FACULTY ACTIVITY REPORT**

(Dates covered by the report are auto-imported from dates manually entered in UDC to generate the report,

i.e. January 1, 2022 to December 31, 2022)

**Name**: (Auto-Imported from Elements profile)

**Department**: (Auto-Imported from Elements profile)

**Position**: (Auto-Imported from Elements profile)

# SECTION ONE - PROFESSIONAL PLAN FOR CALENDAR YEAR 2023

# (Faculty writes Section One details into generated eFAR Word document)

List major goals that you wish to accomplish in the next calendar year, including curriculum revision, research proposal submissions, papers you want to write and submit, conferences you plan to host, short courses you want to give and international programs that you plan to create or support, etc.

# Teaching and Advising Effectiveness Goals

# Research Goals

# Scholarship Goals

# Service Goals

# Outreach/International/Diversity Goals

# SECTION TWO - ACCOMPLISHMENTS FOR CALENDAR YEAR 2022

Information in Section Two is either auto-imported from an existing university database or from faculty entered data into Elements records, as indicated in each subsection below. When using Elements, be sure to include in the record all the information designated from table column headers in this eFAR. When no table is shown, enter all information in the fields of the Elements record that is indicated below to be pulled for the activity.

Note that the “mapping” for each activity in Section Two is given according to the category in which the activity belongs in Elements (i.e. Scholarly & creative works, Grants, Professional activities, or Teaching activities), followed by the record type for that activity (i.e. under the category of Grants, record types are Proposal, External funding, Internal funding, Non-Sponsored Research). Many records have numerous fields (i.e. pieces of information) but most do not have to be completed; those required by Elements to be a complete record are marked with a red asterisk in the record itself. This template then provides instructions on which fields will be accessed from the record for input to the eFAR. If you need to change the type of a given record (e.g. “nonrefereed” to “refereed” publication), each record has its “type” just under the record’s title, with a pencil icon next to the type. Here you can change the type if needed.

# Teaching and Advising Effectiveness

## Chronological list of courses taught (Auto-Imported from Registrar into Elements)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester** | **Course Subject** | **Course Code** | **Course Name** | **Credit Hours** | **# Enrolled (# Respond)** | **% Responsible \*** | **SPOT Score 1E (mean, std) \* \*\*** | **Dept Avg SPOT****(College Avg SPOT) \* \*\*** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

 *\* These fields are not present in Elements but are automatically imported.*

 *\*\* For privacy reasons, this data is not pulled if the number of respondents was 3 or less.*

STUDENT COMMENTS: for each course with SPOT scores, provide a summary of student comments, both positive and negative, and self-reflective conclusions drawn from them.

## New Courses Developed or Other Course Teaching Improvements (Enter into Elements)

|  |  |  |
| --- | --- | --- |
| **Course/Improvement Title** | **Dates** | **Description****(to include degree level & # credit hours for courses developed)** |
|  |  |  |
|  |  |  |

*Teaching activities -> Courses Developed*

*Teaching activities -> Other teaching*

## Grants and Gifts for Teaching, Course Development, and/or Laboratory Innovation (Enter into Elements only those not submitted through OSP/Summit)

##

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Sponsor/Donor** | **Nature of the Grant** | **Grant Value \*** |
|  |  |  |  |

*Grants -> Internal Funding*

 *Filter: User Relationship IN [Primary investigator of, Co-primary investigator of, Secondary Investigator of]*

 *Filter: Types = Educational*

*Grants -> External Funding*

 *Filter: User Relationship IN [Primary investigator of, Co-primary investigator of, Secondary Investigator of]*

 *Filter: Types = Educational*

 *Filter: The data was entered manually, not automatically from OSP*

\* *The ‘Maximum award amount’ (total) value for the grant*

## Academic, Career and/or Research Advising Responsibilities

### Undergraduate Students (Enter into Elements)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Name** | **Major** | **Anticipated Graduation Date\*** | **Project Title (if applicable)** | **Advisory Role (major, co, etc)** |
|  |  |  |  |  |

*This is where senior design team information should be entered.*

 *Teaching Activities -> Undergraduate Student Supervision*

 *Be sure to enter the start date and end (i.e. expected graduation) date in the record for each student so it can be pulled accurately for the calendar year of the eFAR.*

*\* This will pull the “End date” and* ***not*** *the “Date degree received/expected”*

### Graduate Students and/or Medical Trainees (Enter into Elements)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Name** | **Major and MS/PhD/MD** | **Anticipated Graduation Date\*** | **Project Title (if applicable)** | **Advisory Role (major, co, etc)** |
|  |  |  |  |  |

*Teaching Activities -> Graduate Student Supervision*

 *Teaching Activities -> VTCSOM Advising and Mentoring*

 *Be sure to enter the start date and end (i.e. expected graduation) date in the record for each student so it can be pulled accurately for the calendar year of the eFAR.*

*\* This will pull the “End date”*

### Post-Doctoral, Research Associates, Visiting Faculty, etc. (Enter into Elements)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Researcher Name** | **Position Title** | **Home Dept** | **Project Title (if applicable)** | **Advisory Role (major, co, etc)** |
|  |  |  |  |  |

*Teaching Activities ->* *Postdoctoral associate Supervision*

### Other student advising activity (student societies, clubs, career counseling, etc.) (Enter into Elements)

*Professional Activities -> Service to students*

 *Fields pulled: [Name of activity, Description, Organization scope, Start date, End date]*

## Demonstrated efforts to improve one’s teaching effectiveness (Enter into Elements)

*Teaching Activities -> Effort to improve teaching*

*Fields pulled: [Title, Description, Sponsor, Contact Hours, Start date]*

# Research Activity

## Research Participation

For each proposal/grant, the % Credit is that entered when the proposal is submitted through OSP and reflects your contribution to the project. A funded grant should appear in #2 or #3 below, but not both.

### External Research Proposals Submitted (Auto-Imported from OSP)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Title** | **Sponsor** | **Proposal $ Amount** | **Faculty $ Credit** | **Proposal****Dates** | **Role: PI, CoPI, and****% Credit** | **Co-Investigators and % Credit** |
|  |  |  |  |  |  |  |
| **TOTAL AMOUNTS** | **$**(total requested) | **$**(credited amt) |

### External Research Newly Funded (Auto-Imported from OSP into Elements)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Title** | **Sponsor** | **Project $ Amount \*** | **Faculty $ Credit \*\*\*** | **Project****Dates** | **Role: PI, CoPI, and****% Credit** | **Co-Investigators and % Credit** |
|  |  |  |  |  |  |  |
| **TOTAL AMOUNTS** | **$**(total awarded) \*\* | **$**(credited amt)\*\* |

\* *The ‘Maximum award amount’ (total) value for the grant.*

*Note that supplement awards do not appear as newly funded if a new grant number is not created by OSP. Include clarification below (#6).*

*\*\* Both of these cells sum their corresponding columns. The values in each cell must be a valid number. Any invalid number will be ignored.*

 *\*\*\* Calculated as the Grant amount multiplied by the user percentage*

### External Ongoing Research from Previous Years (Auto-Imported from OSP into Elements)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Title** | **Sponsor** | **Project $ Amount \*** | **Faculty $ Credit \*\*\*** | **Project****Dates** | **Role: PI, CoPI, and****% Credit** | **Co-Investigators and % Credit** |
|  |  |  |  |  |  |  |
| **TOTAL AMOUNTS** | **$**(total awarded) \*\* | **$**(credited amt)\*\* |

\* *The ‘Maximum award amount’ (total) value for the grant.*

*Note that supplement awards do not appear as newly funded if a new grant number is not created by OSP. Include clarification below (#6).*

*\*\* Both of these cells sum their corresponding columns. The values in each cell must be a valid number. Any invalid number will be ignored.*

 *\*\*\* Calculated as the Grant amount multiplied by the user percentage*

### Internal Funding (Enter into Elements)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Title** | **Funder** | **Grant $ Amount** | **Grant****Dates** | **Role: PI, CoPI** | **Co-Investigators** | **Status** |
|  |  |  |  |  |  |  |
| **TOTAL AMOUNTS** | **$**(total)\* |

 *Grants -> Internal Funding*

 *Filter: User Relationship IN [Primary investigator of, Co-primary investigator of, Secondary Investigator of]*

 *Filter: Types NOT EQUAL Educational*

 *\* Sum of the “Grant $ Amount” column. The values in each cell must be a valid number. Any invalid number will be ignored.*

### CY 2022 Externally Sponsored Research Expenditures (calculated based on %credit per faculty on sponsored projects): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Auto-Imported from UDC)

### Research Participation “Footnote” (if necessary, add clarification of the above)

## B. Other External Support Received (Enter into Elements)

 (such as equipment, computing/equipment time, in-kind support; SCHEV equipment should NOT be included.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Title** | **Funder** | **Grant****Dates** | **Role: PI, CoPI** | **Description (include $ amounts as appropriate)** |
|  |  |  |  |  |

*Grants -> External Funding*

 *Filter: User Relationship IN [Primary investigator of, Co-primary investigator of, Secondary Investigator of]*

 *Filter: Types NOT EQUAL Educational*

 *Filter: The data was entered manually, not automatically from OSP.*

# Scholarship

If not done already, link your ORCID number to your Elements profile in order for publications, etc to be automatically accessed and added to your profile. If there are publications missing, add them manually in Elements. If you need to change the type of a given record (e.g. “nonrefereed” vs “refereed” publication), each record has its “type” just under the record’s title, with a pencil icon next to the type. Here you can change the type if needed.

|  |  |  |
| --- | --- | --- |
| **Total Google Scholar Citations** | **h-Index from Google Scholar** | **2022 Google Scholar Citations** |
| (Auto-Imported from GS) |  |  |
| Google Scholar URL: (Enter your Google Scholar link once into your Elements profile; to do so, edit your Elements profile from the Element main page and add the URL for your Google Scholar profile to “Web addresses and social media”. NOTE – because of restrictions by Google Scholar, new information from your Google Scholar profile may not be immediately accessible for the eFAR. Updates are currently processed weekly, on weekends.)  |

## Books (Enter into Elements if not imported from ORCID)

*Scholarly and Creative Works -> Books*

 *Filter: User Relationship = Author of*

*Fields pulled: APA6 Citation (autogenerated)*

*Note that “APA6 Citation” above refers to the American Psychological Association formatting for publications, a common style for presenting this information. (https://apastyle.apa.org/style-grammar-guidelines)*

## Chapters of Books, Editor of Books, or Editor of Proceedings (Enter into Elements if not imported from ORCID)

*Scholarly and Creative Works -> Books*

 *Filter: User Relationship = Editor of*

*Fields pulled: APA6 Citation (autogenerated)*

*Scholarly and Creative Works -> Book chapter*

 *Filter: User Relationship = Author of*

*Fields pulled: APA6 Citation (autogenerated)*

*Professional Activities-> Editorial/Curatorial*

*Filter: Type of publication or event =* Conference proceedings

*Filter: Role =* Editor/Curator

*Fields pulled: [Name, Type of publication or event, Role, Description, Start date, End date]*

## Refereed Journal Articles Published (Auto-Imported from Elements/ORCID for current year)

*Scholarly and Creative Works -> Refereed Journal Article*

 *Filter: User Relationship = Author of*

*Filter: Status IN [Published, Published Online]*

*Fields pulled: APA6 Citation (autogenerated)*

If you need to change the type of a given record (e.g. “nonrefereed” to “refereed” publication), each record has its “type” just under the record’s title, with a pencil icon next to the type. Here you can change the type if needed.

## Conference Proceedings/Publications (Enter into Elements if not imported from ORCID)

### Accepted on the basis of peer review of full paper. Include conference name, location and date as well as full bibliographic information.

*Scholarly and Creative Works -> Conference Paper or Presentation*

 *Filter: User Relationship = Author of*

*Filter: Peer reviewed? = Yes, full paper*

*Fields pulled: APA6 Citation (autogenerated)*

### Accepted on basis of abstract. Include conference names, location, and date. Give paper number if identified as a pamphlet paper. Give full bibliographic information and page numbers if included in proceedings.

*Scholarly and Creative Works -> Conference Paper or Presentation*

 *Filter: User Relationship = Author of*

*Filter: Peer reviewed? = Yes, abstract only*

*Fields pulled: APA6 Citation (autogenerated)*

## Other Papers and Reports (Enter into Elements if not imported from ORCID)

*Scholarly and Creative Works -> Journal article*

 *Filter: User Relationship = Author of*

*Fields pulled: APA6 Citation (autogenerated)*

*Scholarly and Creative Works -> Report*

 *Filter: User Relationship = Author of*

*Fields pulled: APA6 Citation (autogenerated)*

## Publications Accepted but not yet Published Online or in Print (Enter into Elements if not imported from ORCID)

*Scholarly and Creative Works -> Refereed Journal Article*

 *Filter: User Relationship = Author of*

*Filter: Status = “Accepted”*

*Fields pulled: APA6 Citation (autogenerated)*

## Publications Submitted but not yet Accepted (Enter into Elements if not imported from ORCID)

*Scholarly and Creative Works -> Refereed Journal Article*

 *Filter: User Relationship = Author of*

*Filter: Status = “Submitted”*

*Fields pulled: APA6 Citation (autogenerated)*

## Software, Patents, and Disclosures (pre-patent) (Enter into Elements if not imported from ORCID)

*Scholarly and Creative Works -> Software/Code*

 *Filter: User Relationship = Author of*

*Fields pulled: [Title, Authors, Publication date]*

*Scholarly and Creative Works -> Patent*

 *Filter: User Relationship = Author of*

*Fields pulled: [Title, Authors, Awarded date]*

*Scholarly and Creative Works -> Disclosure*

 *Filter: User Relationship = Author of*

*Fields pulled: [Title, Authors, Filed date]*

## Talks, Lectures Presented by Faculty Member (Enter into Elements if not imported from ORCID)

## (Include only work not reported elsewhere in Section III.)

*Scholarly and Creative Works -> Presentation (not at a conference)*

 *Filter: User Relationship = Author of*

*Fields pulled: APA6 Citation (autogenerated)*

# Service

## Professional Service (Enter into Elements)

## (such as service on national commissions, boards of governmental agencies, grant agency peer review panels, advisory groups to other university, professional associations, etc)

### Session chair or co-chair at regional, national, or international conferences

*Scholarly and Creative Works -> Conference Paper or Presentation*

*Filter: User Relationship = Contributor to*

*Filter: Type of presentation or publication* IN [“Other|Discussant”, “Other|Session chair/organizer”]

*Fields pulled: [Title, Authors, Name of conference]*

### Committee assignments, councils or commissions, journal editor, reviewer (include # reviews done for year); indicate level of activity or offices held.

*Professional Activities -> Committee Service*

 *Filter: Institutional scope = Professional*

 *Fields pulled: [Committee name, Committee role, Institutional Scope, Description, Start date, End date]*

*Professional Activities -> Manuscript reviewing/refereeing*

 *Filter: Start date = January 1 of the reporting year \**

 *Filter: End date = December 31 of the reporting year \**

 *Filter: Works reviewed/refereed during reporting period (enter the # of reviews for the calendar year)*

 *Fields pulled: [Journal publisher conference or other organization, Publication type, Work reviewed/refereed during time frame, Description, Start date, End date]*

 *\* The reporting year is the first available option from the following list: the report start date, the report end date, the current date.*

*Professional Activities -> Grant Proposal Review*

 *Fields pulled: [Funding organization, Number of applications assessed, Description, Start date, End date]*

*Professional Activities -> Program or Institutional Review*

 *Fields pulled: [Institution reviewed, Department division or program, Description, Start date, End date]*

*Professional Activities -> Promotion/Tenure Assessment*

 *Fields pulled: [Institution, Department/Division, Number of assessments, Start date, End date]*

*Professional Activities -> Editorial/Curatorial*

 *Filter: Type of publication or event = Journal*

 *Filter: Role = (any really but needs to be entered)*

 *Fields pulled: [Name, Type of publication or event, Role, Description, Start date, End date]*

## Service to the Department, College, University, State (Enter into Elements)

## (such as search committees on which you participated, student recruiting, faculty mentoring, etc.)

*Professional Activities -> Committee Service*

 *Filter: Institutional scope IN [Department, College, University]*

*OR Geographic scope = State*

*Fields pulled: [Committee name, Committee role, Institutional Scope, Description, Start date, End date]*

*Professional Activities -> Service to Colleagues*

 *Fields pulled: [Named of activity, Description, Organizational scope, Organization, Start date, End date]*

*Professional Activities -> Administrative Assignment*

*Fields pulled: [Title, Description, Institutional Scope, Name of Institution, Approximate hours spent, Purpose, Start date, End date]*

## External Consulting (2022 Calendar Year) (Enter into Elements)

## (Professional activity approved by the department and university related to an individual’s area of expertise, where that individual generally receives compensation from and is not acting as an agent of the university)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Consulting Activity** | **Dates** | **No. of Days Served** | **Description (Include Location, Status of Continuing/Concluded)** |
|  |  |  |  |

*Professional Activities -> Consulting/Advisory*

*\* Be sure to enter the start date and end date in the record so it can be pulled accurately for the calendar year of the eFAR.*

# Outreach/International/Diversity Activities (Enter into Elements)

## Continuing Education Programs

## (workshops, short courses, seminars that you led)

|  |  |  |  |
| --- | --- | --- | --- |
| **Course/Program Name** | **Dates** | **Description (including # attending)** \* | **Sponsoring Organization** |
|  |  |  |  |
|  |  |  |  |

 *Professional Activities -> Workshop/Short Courses Led*

*Be sure to enter the start date and end date in the record so it can be pulled accurately for the calendar year of the eFAR.*

*\* The number of attending is its own field, independent of ‘Description’. Fill both fields out and they will populate in the column.*

## Outreach Activities

|  |  |  |
| --- | --- | --- |
| **Name of Activity** | **Start/End Dates** | **Description (including Institutional scope)\*** |
|  |  |  |
|  |  |  |

*Professional Activities -> Other Professional Activity*

 *Filter: Purpose = Outreach and Extension*

*\* ‘Institutional scope’ is its own field, independent of ‘Description’. Fill both fields out and they will populate in the column*

## International Activities

(including dual degree programs initiated/coordinated; study abroad programs led or organized – indicate number of students, dates and duration, countries visited, collaborating institution(s) and sources of funding for the program.)

|  |  |  |
| --- | --- | --- |
| **Name of Activity** | **Start/End Dates** | **Description (including Institutional scope)\*** |
|  |  |  |
|  |  |  |

*Professional Activities -> Other Professional Activity*

 *Filter: Purpose = International Activity*

*\* ‘Institutional scope’ is its own field, independent of ‘Description’. Fill both fields out and they will populate in the column*

## Diversity Activities

(such as self-education, leadership, mentoring/counseling/advising, recruitment initiatives, pipeline initiatives, incorporating diversity-related scholarship in courses)

|  |  |  |
| --- | --- | --- |
| **Name of Activity** | **Start/End Dates** | **Description (including Institutional scope)\*** |
|  |  |  |
|  |  |  |

*Professional Activities -> Other Professional Activity*

 *Filter: Purpose = Diversity*

*\* ‘Institutional scope’ is its own field, independent of ‘Description’. Fill both fields out and they will populate in the column*

## Extension Activities

|  |  |  |
| --- | --- | --- |
| **Activity Title** | **Start/End Dates** | **Description** |
|  |  |  |
|  |  |  |

*Professional Activities -> Extension Activity*

*Be sure to enter the publication/presentation date in the record so it can be pulled accurately for the calendar year of the eFAR.*

# Professional Honors or Notable Recognition (Enter into Elements)

(such as keynote presentations, teaching and research awards, election to Fellow, etc.)

*Professional Activities -> Award, Honor, or Recognition*

 *Fields pulled: [Distinction name, Description, Organization Scope, Purpose of recognition, Awarded by, Award Status, Effective date]*

*Scholarly and Creative Works -> Conference Paper or Presentation*

 *Filter: User Relationship = Author of*

 *Filter: Type of presentation or publication = Presentation|Keynote or Plenary*

 *Fields pulled: APA6 Citation (autogenerated)*

# SECTION THREE – NARRATIVE REPORT

# (Faculty writes Section Three details into generated eFAR Word document)

Please elaborate on any preceding information you want to discuss, especially as it involves interdisciplinary/cooperative activities.

Discuss how your achievements compared to your goals listed for last year.

Include items that you feel weren’t covered by the sections in the report such as participation in College activities to enhance the diversity, alumni events, special activities with student groups, etc.

Include your own inclusion and diversity statement/philosophy.

(There are many online resources for sample statements/philosophies. VT’s Writing Center is also a great resource.)