Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Report

2019-2020

**- All Faculty Members, please complete Section III and add to it throughout the year.**

**- Before you leave at the end of spring semester, send completed document, electronically, to the department administrative assistant. *(Due by May 15 to Departments)***

**- Each faculty member MUST update and send in annually, even if the faculty member did not have anything to report and it is blank.**

**- Only report activities, publications, presentations, etc. that *actually occurred* during the period 1 July 2019—30 June 2020. (If your paper was accepted during this period but won’t appear until after June 2020, it belongs in a future report.)**

**- Each Department Chair, please complete Section II, compiling information from Department and Faculty reports/sources**

I. Department Strategic Plan *should be in Department Reports but not needed for submission to College report*

II. Teaching *should be in Department Reports but not needed for submission to College report*

 Faculty Schedules with SCH and class averages (insert department Faculty workload spreadsheet for Fall and Spring making sure information agrees with Banner information) *report will be maintained by the department office but not needed for the College report*

 Summary of Student Evaluations *report will be maintained in the department office but not needed for the College report*

 Students *the following statistics should be kept by the department office: (much of this information is available through Argos reports)*

* Majors – total department by male & female
* Majors – total by each program, male & female
* Graduates – total department by male & female
* Graduates – total by each program male & female
* Report to the department office any Graduate’s accomplishments (acceptance to graduate school, jobs in the field, etc.) *only this bullet point would be useful for the College report*

Course Summaries *enrollment report will be compiled by the department office (can also be obtained by an Argos report)**not needed for College report*

 - General Education Courses

 - Upper Division Courses

Field Exam Reports *will be compiled by the department office provide a summary for the College report*

National Standardized Exam Reports *will be compiled by the department office provide a summary for the College report*

**III Faculty (Administrative Assistants, please insert information received from each faculty member in your department)**

Name, degree position, year hired, tenure/tenure-track or non-tenure track

**Teaching Effectiveness** *report will be maintained by the department office* *items A through D are not needed for the College report but please include item E*

A) Production of Course Materials (manuals, study guides, etc)

B) New or Revised Course Syllabi

C) Innovation and use of technology in teaching

D) Department, College or University Faculty Development Activities

E) Honors, Awards and Recognition (also include any awards for Scholarship/Service)

**Scholarly/Creative Activity** *provide a compilation of items F through N for the College report*

F) Refereed Scholarly, Articles, & Publications (These need to be about topics related to your own academic field/discipline. Wait until the paper is actually published before including a citation in the annual report. Write a ***complete citation*** that includes the title, all co-authors, journal name, volume, year, pages or article number. If online only, be sure to also include a complete DOI url.)

G1) Refereed *Oral* Presentations from State, Regional, National or International Meetings (Typically such meetings will publish titles and abstracts to the meeting website. Write a ***complete citation*** that includes title, all co-authors, meeting title, locale, date of presentation.)

G2) Refereed *Poster* Presentations from State, Regional, National or International Meetings (Typically such a meeting will publish titles and abstracts to the meeting website. Write a ***complete citation*** that includes title, all co-authors, meeting title, locale, and dates that your poster was shown.)

H) Non-refereed Articles, Popular Papers, or Research Reports (Write a ***complete citation*** that includes title, all co-authors, venue/publisher, and date. If this is online only, include a complete DOI url.)

I) Documents, Books or Book Chapters (Wait until the book is actually published before including a citation in the annual report. For book chapters, write a ***complete citation*** that includes chapter title, all co-authors of the chapter, complete book title, any editors, publisher, year, and ISBN. For entire books, do the same except omit chapter titles and editors.)

J1) *Oral* Presentations at Non-Refereed Conferences or Workshops, e.g. Festival of Excellence, COSE Research Symposium, etc. (Follow the same directions for category G1 above.)

J2) *Poster* Presentations at Non-Refereed Conferences or Workshops, e.g. Festival of Excellence, COSE Research Symposium, etc. (Follow the same directions for category G2 above.)

K) Outside Consulting (This typically involves being paid for expertise, otherwise it belongs in one of the Service Activities below. Include a job or project title, the entity that requested your expertise, the amount of compensation, and time period.)

L) Funded Grants (This section is only for grants that were funded during the annual report time period. Do not include refused or pending awards. List the total award amount, also list the amount of the SUU portion received for the annual report time period. Name the funding agency, title of grant or project, the PI, relevant co-PIs, and relevant dates.)

M) Research Projects (Include titles, investigators, and dates)

N) Creative Projects

**Service Activities** *include items O, Q, R for the College report*

O) Memberships in Professional Organizations (These organizations should be related to your academic discipline. Rotary, Lions Club, etc. don’t count.)

P) Service to University including Department, College, University, or State Committees *not needed for the College report*

Q) Service to the Profession including Service on Regional or National Committees (For example, journal editor or referee, reviewer for MathSciNet, conference organizer, etc.)

R) Service to the Community (Again, this service needs to be related to your academic discipline. Some common examples: Ag hosts FAA events, Nutrition has performed BMI tests for the public, Biology helps at Cedar Breaks Bio-Blast, CSIS holds Code Camp, Construction Management used to build houses in Mexico, Nursing staff volunteer as first responders for Utah Summer Games, Physics holds public star parties and observatory sessions. Nearly everyone does some sort of public school outreach.)

**Collegiality** *not needed for the College report*

S) Evidence of Meeting Department Standards for Collegiality

Some Examples for your Amusement and Edification

(actual examples from 2017-2018 Department reports)

*An example of a good article citation (section F):*

B. Chen, H. Zheng, M. Riehn, **S. Bok**, K. Gangopadhyay, M. Maschmann, and S.

Gangopadhyay, “In Situ Characterization of Photothermal Nanoenergetic Combustion

on a Plasmonic Microchip”, *ACS Appl. Mater. Interfaces*, 2018, **10** (1), 427–436

*An example of a good presentation citation (name changed):*

**Hein, D.** “Cyclic Decompositions of λKn into LWO Graphs”, 31st *Midwest Conference on Combinatorics and Combinatorial Computing*, October 21, 2017, University of West Georgia, Carrollton GA