Andrew T. Metzger
Duckering, Room 271
e: atmetzger@alaska.edu
p: 907.474.6120

MEMORANDUM

April 19, 2012

To: UAF Faculty Senate, Administrative Committee

From: UAF Faculty Senate, Faculty Affairs Committee; c/o Andrew T. Metzger, FAC Chair

Re: FAC review of the revision to the Annual Activities Report

In October 2011, Dr. Barbara Taylor, Director of the Undergraduate Research and Scholarly Activity (URSA) program, presented a revised version of the faculty Annual Activity Report (AAR) to the Faculty Affairs Committee (FAC). Discussion followed the presentation and feedback, including requested revisions, was provided to Dr. Taylor during the meeting. Dr. Taylor provided a revised version of the AAR and FAC had the opportunity to review this version as well. The revised version addressed the concerns and requested revisions.

The FAC revisited the AAR revision during its April 19, 2012 meeting and discussed the current version of the document; which is attached to this memorandum.*

The revisions are primarily concerned with reporting of faculty mentorship of undergraduates in creative activities. The FAC understands that participation in research and creative activities by undergraduate students is becoming a priority. The FAC also acknowledges that faculty involvement in such mentorship should be recognized.

The FAC has no objections to the revised version of the AAR, attached herein. We thank Dr. Taylor as well as Vice-provost Thomas for approaching us with this topic and are grateful to have had the opportunity to provide input into development of the revised AAR.

Andrew T. Metzger

* The above referenced revisions are highlighted in yellow.
NOTE: Care should be taken when making photocopies as the highlighting may not be copied.

ANNUAL ACTIVITIES REPORT

Covers the period July 1, 2010 – June 30, 2011

Instructions*:* Respond to each section of this Annual Activities Report as completely as possible. If you have any questions, please consult with your dean or director, or contact the Office of the Provost at 474-5178. This report is to cover the period July 1, 2010 – June 30, 2011. Submit the completed report to your dean or director, together with a current CV, no later than **October 2**.

1. Personal Information

Name	Academic Title	Department/Division

2. Workload Summary

Year	Teaching (%)	Research (%)	*Service (%)

*Include management under service.

3. Teaching

Table 3.1: Instructional Activities

Semester	Course Name, Number & Title	Credits	Contact Hours (Lecture & lab, i.e. 3&0)	Students # of	Type[1]	Shared [2]

[1] Classroom, studio, laboratory, distance delivery, undergraduate/graduate seminars, new course preparation, independent studies, non-credit educational activities, extension instructional activities, major revision of an older course, and other activities related to curriculum development.

[2] Name(s) of instructors if course is team-taught.

Table 3.2: Student Advising – Graduate and/or Undergraduate

Year	Type[1]	Number of Students

[1] Member of graduate committee, individual advising of graduate students, assigned undergraduate advisees, unassigned undergraduate advisees.

4. Research, Scholarly and other Creative Activities

Table 4.1: Publications
List only those publications that appeared in print during the time covered in this review.

Year Published	Citation [1]	Type [2]	Review [3]

[1] Clearly reference entry on CV or give proper citation if publication is not listed on CV.

[2] a) Published (i) articles and (ii) technical papers.
b) Published books, monographs, case, book chapter, book review, conference proceeding.
c) Completed reports, technical manuals, guides, pamphlets, etc., (e.g., specify if in-house or distributed by some agency other than UAF).
d) Published abstracts, including publisher, title, and author(s).

e) Published reviews, with the complete reference.
f) Other scholarly publications such as magazine or newspaper articles.

[3] e.g. Peer-reviewed, reviewed by editor or board of editors, reviewed by conference committee, reviewed by conference session chair, or other (specify).

Table 4.2: Publications IN PRESS

List those publications for which all editorial work is complete; awaiting scheduled publication.

Citation [1]	Type [2]	Review [3]

[1] Clearly reference entry on CV or give proper citation if publication is not listed on CV..

[2] a) Published (i) articles and (ii) technical papers.
b) Published books, monographs, case, book chapter, book review, conference proceeding.
c) Completed reports, technical manuals, guides, pamphlets, etc., (e.g., specify if in-house or distributed by some agency other than UAF).
d) Published abstracts, including publisher, title, and author(s).
e) Published reviews, with the complete reference.
f) Other scholarly publications such as magazine or newspaper articles.

[3] e.g. Peer-reviewed, reviewed by editor or board of editors, reviewed by conference committee, reviewed by conference session chair, or other (specify).

Table 4.3: Professional, Creative Activities

List activities such as performance, exhibits, presentations, audio/video recordings, computer programs, musical compositions, poems, concert performances, etc.

Date	Nature of Activity/Title	Participating Individual(s)[1]	Level of Activity [2]

[1] Indicate whether participating individualsare peer or student collaborators; if student, indicate undergraduate or graduate student standing

[2] International, national, regional, or local.

Table 4.4: Sponsored Projects/Commissions

Date Granted & Duration	Names [1]	PI/Co-PI?	Project Title	Grant Sponsor	Grant Amount

[1] Include names of all the investigators.

Table 4.5: Other Scholarly Work

Either in tabular or narrative form, describe scholarly work in progress. This will include, but is not limited to: proposals pending, proposals in preparation, proposals submitted and denied during review period, manuscripts at all stages up to IN PRESS, unfunded projects/activity.

Table 4.6: Conference/Meeting Participation

Date	Conference Name	Type of Presentation/Activity[1]	Title of Presentation

[1] Poster session, round-table, etc.

5. Integration of Teaching and Research

Table 5.1: Graduate Committee Chair: A) Supervision of Thesis, Research/Creative Projects; B) Students with No Thesis or Project				
Student Name	Duration[1]	Degree Sought	Student Status[2]	Co-authored Publication or Presentation[3]

[1]Indicate mentoring effort; duration and frequency of student contact, preparation, supervised and unsupervised student effort.
[2]Active, inactive or graduated (if graduated, indicate date year degree was awarded) and contribution to publication or presentation referenced in part 4, Research, Scholarly and other Creative Activities.
[3]Indicate that you are a co-author on a publication or presentation with the student; reference to a citation number in Part 4 and/or current CV is sufficient.

Table 5.2: Graduate Committee Member or other graduate student mentoring A) Supervision of Thesis, Research/Creative Projects; B) Students with No Thesis or Project				
Student Name	Duration[1]	Degree Sought	Student Status[2]	Co-authored Publication or Presentation[3]

[1]Indicate mentoring effort; duration and frequency of student contact, preparation, supervised and unsupervised student effort.
[2]Active, inactive or graduated (if graduated, indicate date year degree was awarded) and contribution to publication or presentation referenced in part 4, Research, Scholarly and other Creative Activities.
[3] Indicate that you are a co-author on a publication or presentation with the student; reference to a citation number in Part 4 and/or current CV is sufficient.

Table 5.3: Undergraduate Research or Creative Project Mentoring				
Student Name	Type[1]	Duration[2]	Student Status[3]	Co-authored Publication or Presentation[4]

[1]Primary mentor, Co-Mentor, Supporting Mentor or Committee Member.
[2] Indicate mentoring effort; duration and frequency of student contact, preparation, supervised and unsupervised student effort.
[3] Active, inactive or graduated (if graduated, indicate date year degree was awarded) and contribution to publication or presentation referenced in part 4, Research, Scholarly and other Creative Activities.
[4] Indicate that you are a co-author on a publication or presentation with the student; reference to a citation number in Part 4 and/or current CV is sufficient.

6. Public, University, and Professional Service

Table 6.1: Public Service[1]		
Activity	Duration	Your Role

[1] Public service: in organized, non-remunerative, educational and consultative activities which devolve from a unit member's professional expertise and further the interests or prestige of the University.

Table 6.2: University Service[1]		
Activity	Duration	Your role

[1] University service: as department head, program director, or governance officer; service on administrative and governance committees; service on collective bargaining unit committees or elected office; and other tasks as deemed necessary by the University.

Table 6.3: Professional Service[1]		
Activity	Duration	Your Role

[1] Professional service: on grant, journal, or accreditation review boards, or as an ad hoc reviewer, in the unit member's area of expertise; as an officer in a professional society; organizing and/or chairing conferences, symposia, seminars, etc.; teaching short courses, seminars, etc. that are not regular academic courses; editing journals, books, special volumes of papers, etc.

7. Professional Development.

Describe/list activities that contributed to your professional development e.g. continued formal education, workshops, conferences, and fellowships - and indicate how they contributed to your development.

8. Honors and Awards.

List any honors and awards received, including the year in which you received them.

9. Narrative Self-Evaluation.

In each of the following categories which constituted part of your workload in the period covered by the report, briefly assess your own efforts. Focus on your comments on 1) how your effort "made a difference" and 2) frustrations/shortcomings and how you intend to address them.

A. Teaching
B. Research, Scholarly and Creative Work
C. Service

10. Curriculum Vitae.

Please attach a current copy of your curriculum vitae.