

Annual Report Template for Faculty Completing Annual Reports Outside of Watermark

Directions: This template is being provided to faculty who will be completing their individual annual report as a Word Document. To facilitate the entry of this information into the Watermark System, we ask that you organize information according to the categories provide below. Faculty should consult with their Department Chairs to determine which optional categories on page two are required for their department. Faculty should email their completed reports to Chris Widdall (Chris.Widdall@cortland.edu) by June 1, 2018.

Required Information

1. PERSONAL INFORMATION: Title/Position, Faculty Rank, Tenure Status, and Teaching Status (full time, part time, adjunct)

2. PROFESSIONAL MEMBERSHIPS: All active memberships. Name of Organization, when you first became a member (year only), role, and the scope (local, state, regional, national, international, or institutional).

3. SCHOLARSHIP – Using the most appropriate fields below for your scholarly activities, please identify the required information for each item and include only work that is in progress or completed in the last academic year (June 1, 2017 to May 31, 2018).

Publications: Title, type (book, book chapter, journal article, abstract, book review, etc.), publication name, publisher, place of publication, editor (if applicable), status (proposed, in progress, submitted, accepted, not accepted, published, in press), peer reviewed/refereed (yes or no), authors in correct order.

Presentations: Title, Conference/Event, Status (accepted, presented, submitted), date of presentation, scholarship type (disciplined based, contribution to practice, learning & pedagogical scholarship, invited), peer reviewed/refereed (yes or no), and author(s).

Research Reports: Title, year, research type (disciplined based, contribution to practice, learning & pedagogical scholarship, invited), field of research, and author(s).

Working Papers: *If you put the paper under publications as submitted do not add here.* Working title, year, contribution type (disciplined based, contribution to practice, learning & pedagogical scholarship, invited), type (presentation, article, monograph, etc.), targeted publication or targeted conference event, and author(s).

Creative Activity: Work/Exhibit Title, start date, end date, juried (yes or no), location (site, state, country, primary activity type such as art, dance, music, theater), your role, status (completed, published, produced, directed), length (if applicable), URL if available, sponsor (if applicable), and author(s)/creator(s).

Grants: Title, Type (gift, research, teaching, program, other), status (proposed/pending, funded, not funded), year, Scholarship Type (disciplined based, contribution to practice, learning & pedagogical scholarship, invited), funding (government or private), name of funding agency, and amount.

Patents: Title, Status (applied for, granted, denied), Patent Number, Field of Research, % Contribution, URL (if applicable), description and additional authors (if applicable).

Other Scholarly Activity: This category can be used for items that might not fit well into the other categories listed above and is relevant to your scholarly agenda/progress. Provide: Title, description, year, Scholarship Type (disciplined based, contribution to practice, learning & pedagogical scholarship, invited), link to the work if available, and additional authors/presenters/creators.

5. SERVICE

For each service activity you list, please provide: Name of service activity or committee and your role, start date and end date (if applicable), Service Type (Community, Institutional, or Professional), and Service Scope (International, National, Regional, State, Local, or Institutional). You can also opt to provide: Hours per year spent on service activity; description of duties; URL connected to service activity.

Optional Information

The items listed below are optional, unless your department requires that you provide this information on your annual report. Please consult with you Department Chair to determine which of the following pieces of information (if any) you should provide.

Academic Degrees: Name of Institution, City, State/Province/Country, Degree Type, Minor if applicable, Year awarded, Honors if applicable, GPA optional, and Specific Focus if applicable.

Professional Certificates: Any professional certifications you may hold that are active and current– ex: Teacher Certification, CPR/AED/RTE Certification. Provide name of certification, year activated, and certificate description.

Professional Development: Please focus only on the last year’s activities (6/1/17-5/31/18). Month, year, Conference or Event, Type of Development, City, State/Province, and Category (local, state, regional, national, international, or institutional PD).

Awards and Honors: Please only include those received in the last year (6/1/17-5/31/18). Provide: Name of award, organization giving the award, brief description, year, and category (research, teaching, service university, service professional, service community, or other).

Professional Experience: This item is for any professional experience you had in the past year (6/1/17-5/31/18) beyond the scope of your normal obligations– ex: fellowship, sabbatical, study abroad, etc. Provide: Name of experience, sponsoring organization, start date and if applicable end date, location (if applicable, position and commitment status (full-time, part-time), brief description, type (academic experience) and category (service, teaching or research).

Narrative/Reflective Statements: Some departments are requiring faculty to provide narrative description, summaries and/or reflections on aspects of their work as part of the individual annual reports. Please check with your Department Chair regarding expectations for including narrative statements as part of your annual report. Any narrative statements should be organized by the following categories:

- **Research Summary/Reflection/Highlights**
- **Teaching Summary/Reflection/Highlights**
- **Service Summary/Reflection/Highlights**
- **Summary/Reflection/Highlights of Other Work Related to Your Position**