

**Virginia Tech  
College of Science  
Faculty Annual Activity Report  
1/1/20XX - 12/31/20XX**

*This document maps the COS Faculty Activity Report sections to the activity types in the Elements EFAR system. Follow these guidelines in order to produce a draft FAR. Be sure to enter a date for each activity.*

*To access the COS FAR in Elements, click on the Help button at the upper right of the screen, then click on "Run a College of Science annual Faculty Activity Report".*

Name:

Department:

Academic Rank:

**I. Teaching and Advising Effectiveness**

**A. Chronological list of courses taught during the reporting period**

*Courses taught at Virginia Tech are imported into Elements from the registrar's teaching database at the end of each semester. You can review them and add additional information about the course by adding a manual record. Note that SPOT scores cannot be entered into Elements, but will be imported from the SPOT system when the report is generated.*

**B. Chronological list of non-credit courses, workshops, guest lectures, and other related outreach and extension teaching during the reporting period**

*Teaching>Other teaching*

*Indicate guest lectures in the title field.*

**C. Supervision of undergraduate research projects and honors theses**

*Teaching>Undergraduate student supervision*

*Be sure to enter your supervisory role. Only students for whom you serve as committee chair or committee co-chair will appear in this section.*

**D. Other significant involvement in undergraduate mentorship, including academic advising**

*Teaching>Student advising*

*Teaching>Undergraduate student supervision*

*Be sure to enter your supervisory role. Students for whom you serve as a committee member will appear in this section.*

**E. Supervision of theses, dissertations, other graduate degree projects**

*Teaching>Graduate student supervision*

*Be sure to enter your supervisory role. Only students for whom you serve as committee chair or committee co-chair will appear in this section.*

F. Other significant involvement in graduate mentorship, including academic advising

*Teaching>Graduate student supervision*

*Be sure to enter your supervisory role. Students for whom you serve as a committee member will appear in this section.*

G. Course, curriculum, and program development

*Teaching>Course developed*

*Teaching>Program/curriculum developed*

H. Demonstrated efforts to improve one's teaching effectiveness

*Professional activities>Professional development activity*

*Be sure to indicate "teaching and advising" under "scope"*

I. Postdoctoral fellow training

*Teaching>Postdoctoral associate supervision*

J. Recognition and awards for teaching or advising

*Professional activities>Awards and recognition*

*Be sure to indicate "teaching and advising" under "scope"*

## **II. Research and Creative Activities**

A. List of contributions

*For activities to appear in this section of the report, enter them in the Elements Publication module and be sure indicate the appropriate status (published, accepted, submitted), relationship type (author or editor) and a date.*

1. Research books or monographs authored or edited

*Publications > Book > type of book=scholarly book*

2. Textbooks authored or edited

*Publications > Book > type of book=textbook*

3. Book chapters and reviews

*Publications > Book chapter or section > Subtype=chapter*

*Publications > Refereed journal article > Subtype=review*

4. Papers in print and in press in refereed journals (both print and electronic)

*Publications > Refereed journal article > Subtype=article*

*Be sure that status = published or accepted and include a publication or acceptance date.*

5. Papers in refereed conference proceedings

*Publications > Conference paper or presentation > Type of presentation or publication=Publication|paper and Peer reviewed = Yes, full paper*

6. Other papers and reports

*Publications > Refereed journal article > Subtype=letter, editorial, addendum, erratum, rapid communication*

*Publications > Journal article > Subtype<>review*

*Publications > Report*

*Publications > Other*

7. Work submitted and under review

*Publications > any type > Status=submitted*

8. Research presentations at conferences and other academic settings

a. Keynote or plenary:

*Publications > Conference paper or presentation > Type of presentation or publication=Presentation|keynote or plenary*

b. Invited talks:

*Publications > Presentation (not at a conference) > Invited is checked*

*Publications > Conference paper or presentation > Type of presentation or publication=Presentation|paper and Invited is checked*

c. Talks by refereed submission:

*Publications > Conference paper or presentation > Type of presentation or publication=Presentation|paper and Peer reviewed=Yes, full paper or Yes, abstract only*

d. Contributed talks:

*Publications > Conference paper or presentation > Type of presentation or publication=Presentation|paper and Peer reviewed=No*

e. Posters:

*Publication > Poster*

9. Database submissions

*Publications > Datasets*

10. Intellectual properties

a. Software:

*Publications > Software/code*

b. Patents

*Publications>Patent*

c. Disclosures (pre-patent)

*Publications>Disclosure*

11. Digital Scholarship

*Publications > Internet publication*

B. Sponsored research and other grant awards

*Funded grants managed by Virginia Tech's Office of Sponsored Programs are imported into the system on a monthly basis. You can add additional information by adding a manual record.*

1. External funding

*Grants>External funding*

2. Internal funding

*Grants>Internal funding*

C. Grants submitted and pending or not funded

*Grants>Proposals > Status=pending or declined*

D. Economic contributions and entrepreneurship

1. Start-up business

*Professional activities>Business start-up*

2. Commercialization of discoveries

*Not currently captured in Elements. Please enter this information manually after you generate the report.*

3. Other

*Not currently captured in Elements. Please enter this information manually after you generate the report.*

E. Awards, prizes, and recognitions

*Professional activities > Award, Honor, or Recognition  
Be sure to enter Purpose of recognition=Research and creative activities.*

III. Professional Service and Outreach Activities

A. Professional service accomplishments

1. Editorships

*Professional activity > Editorial/curatorial  
Be sure to enter type of publication and role. Role=editor/curator or co-editor/co-curator will appear in this section.*

2. Editorial boards and associate editorships

*Professional activity > Editorial/curatorial  
Be sure to enter type of publication and role. Role=associate or guest editor/curator or editorial/curatorial board member will appear in this section.*

3. Review or refereeing of manuscripts

*Professional Activity>Manuscript reviewing/refereeing*

4. Review of grant proposals

*Professional activity > Grant Proposal Review*

5. Service as an officer of an academic or professional association

*Professional Activity > Office held and institutional scope=professional*

6. Professional meetings, panels, workshops, etc. led or organized

*Professional Activity > Event administration and participant scope=professional*

7. Other service to one's profession or field

*Professional Activity > Committee service and institutional scope=professional*

*Professional Activity > Promotion/tenure assessment (only use this category for external reviews of candidates outside Virginia Tech.)*

*Professional Activity > Program/institutional review*

8. Membership in professional societies

*Professional activity > Membership*

9. Recognition and awards for professional service

*Professional activities > Award, Honor, or Recognition > Purpose of recognition=Service and Organizational scope=professional*

B. Additional outreach and extension activities

1. Efforts to diversify the disciplines

*Not currently captured in Elements. Please enter this information manually after you generate the report.*

2. Professional achievements in outreach program development, implementation, and evidence of impact

*Professional Activity>Event administration>Purpose=outreach and extension*

3. Outreach publications

*Publications>Journal article or Internet Publication or Report or Other and extension is checked.*

4. Presentations in area of expertise to community and civic organizations

*Professional activities>Non-scholarly presentation*

5. Outreach to underrepresented or underserved communities

*Professional activities>service to students*

*Professional activities>community service*

*Use the "Labels" function to add a "Diversity and inclusion" label from the "VT Strategic Initiatives" menu.*

6. Service on external boards, commissions, and advisory committees

*Professional activities>Committee service and Institutional scope=public*

7. Expert witness/testimony

*Professional activities>Expert witness*

8. Consulting

*Professional activities>Consulting/advisory*

9. Media interviews

*Professional activities>Interviews*

10. Other outreach or public service activities

*Professional activities>Other professional activity and Institutional scope=public*

11. Recognition and awards for outreach and extension

*Professional activities > Award, Honor, or Recognition > Purpose of recognition=Outreach and extension*

IV. University Service

A. Department service, including administrative responsibilities

*Professional Activity > Committee service or Administrative assignment or Service to colleagues and Institutional scope=department*

B. College and university service

*Professional Activity > Committee service or Administrative assignment or Service to colleagues and Institutional scope=university or college*

C. University meetings, panels, workshops, etc. led or organized

*Professional Activity > Event administration > Institutional scope=university or college or department*

D. Involvement in student co-curricular activities

*Professional Activity > Service to students*

E. Service that promotes diversity and inclusion

*Enter any type of professional activity and add a label under VT Strategic Initiatives for Diversity and inclusion*

F. Recognition and awards for university service

*Professional activities > Award, Honor, or Recognition > Purpose of recognition=Service and Organizational scope=university, college, or department*

V. Other pertinent activities

A. Professional development activities

*Professional activities>Professional development activity*

B. Evidence of impact

*Record of impact*

C. Comment as needed on any course in section I.A. above.

*Not currently captured in Elements. Please enter this information manually after you generate the report.*

D. Goals for the coming year

*Not currently captured in Elements. Please enter this information manually after you generate the report.*

VI. Attach summary printout of SPOT scores