Annual Activity Report
Academic Year for the date: [Report End Date]

[First Name] [Middle Name] [Last Name], [Suffix]
[Faculty/Staff Rank]
[list of [Department] separated by ”]

**GENERAL INFORMATION**

**Workload Information**

**Screen:** Workload Information
**Items:** First record

- Teaching: [Teaching Workload Percentage]%
- Research: [Research Workload Percentage]%
- Clinical: [Clinical Workload Percentage]%
- Service: [Administrative/Service Workload Percentage]%
- Administrative: 

**Administrative Assignments**

**Screen:** Appointments at UTHSC
**Items:** All records

- [Position] or [Explanation of “Other”], [Scope]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

**Awards and Honors**

**Screen:** Awards and Honors
**Items:** All records

- [Nominated for:] [Award or Honor Name], [Organization/Sponsor]. ([Month Day, Year]).

**Consulting**

**Screen:** Consulting
**Items:** All records

- [Consulting Type] or [Explanation of “Other”], [Client/Organization], [City], [State], [Country]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

**Degrees**

**Screen:** Degrees
**Items:** All records

1. **Report Start Date to Report End Date** (dates must exist) overlaps with **Record Start Date to Record End Date** (dates must exist)

- [Degree] or [Explanation of “Other”], [Emphasis/Major], [Supporting Areas of Emphasis], [Institution], [Year Completed].

**Graduate/Post-Graduate Training**

**Screen:** Graduate/Post-Graduate Training
**Items:** All records

- [Title] ([Training Type] or [Explanation of “Other”]), [Institution], [City], [State], [Country]. [Start Month Start Day, Start Year - End Month End Day, End Year].
Faculty Development Activities

Screen: Faculty Development Activities Attended
Items: All records

[[Activity Type] or [Explanation of "Other"], [Title], [Sponsoring Organization], [City], [State], [Country]. ([Start Month Start Day, Start Year] - [End Month End Day, End Year]).

Licensures and Certifications

Screen: Licensures and Certifications
Items: All records

[Title of Licensure/Certification], [Sponsoring Organization]. ([Month Obtained Day Obtained, Year Obtained] - [Expiration Month Expiration Day, Expiration Year]).

Media Appearances and Interviews

Screen: Media Appearances and Interviews
Items: All records

"[Article/Segment Title]," [Program/Media Outlet Name]. ([Publication/Air Month Publication/Air Day, Publication/Air Year]).

**TEACHING/MENTORING**

Scheduled Teaching

Screen: Scheduled Teaching
Items: All records

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Number</th>
<th>Section</th>
<th>Title</th>
<th>Enrollment</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[Course Subject] [Course Number]</td>
<td></td>
<td>[Course Name]</td>
<td></td>
<td>[Official Enrollment] [Nummer of Credit Hours]</td>
</tr>
</tbody>
</table>

Clinical Teaching

Screen: Clinical Teaching
Items: All records

[[Role] or [Explanation of "Other"], [Course Name or Session Topic]. [Start Month Start Day, Start Year] - [End Month End Day, End Year].

Directed Student Learning

Screen: Directed Student Learning (e.g., theses, dissertations)
Items: All records

[[Involvement Type] or [Explanation of "Other"], "[Working Title]." ([Month Started Day Started, Year Started] - [Month Completed Day Completed, Year Completed]).

Advised: [[Student First Name] [Student Last Name]]

Academic Advising

Screen: Academic Advising
Items: First record

Undergraduates Advised: [0]
Graduate Students Advised: [0]
Approx. [Approx. Number of Hours Spent for the Year] hours spent this year on advising.
[Description of Advising Activities]
Mentoring

Screen: Mentoring  
Items: All records

[Mentee First Name] [Mentee Last Name] [(Mentee Level)]. [list of [[Calendar Year]: [Hours Spent] hours] separated by ", "]
[Description of Mentoring Activity]

Non-Credit Instruction Taught

Screen: Non-Credit Instruction Taught  
Items: All records

[[Instruction Type] or [Explanation of "Other"]], [Sponsoring Organization], [Number of Participants participant(s)]. ([Start Month Start Day, Start Year - End Month End Day, End Year]).

Teaching Innovation and Curriculum Development

Screen: Teaching Innovation and Curriculum Development  
Items: All records

[[Activity Type] or [Explanation of "Other"]]. [Course or Program Name]. [Start Month Start Day, Start Year - End Month End Day, End Year].
[Description of Activity]

SCHOLARSHIP/RESEARCH

Publications

Screen: Publications  
Items: All records

[Current Status] [list of [Authors/Editors/Translators] as "[Last Name], [F. N.] [M. N.]"] ([Year Published]). [Title of Contribution] In [list of [Authors/Editors/Translators] as "[F. N.] [M. N.] [Last Name]"] [(Ed.),(s.),] [If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work] ([Issue Number/Edition ed., vol. Volume, pp. Page Numbers])[]] [City and State of Journal/Publisher]: [[Publisher/Proceedings Publisher]][]. [Web Address]

Presentations

Screen: Presentations  
Items: All records

[Presentations] [list of [[Last Name], [Initial of: First Name]] [Initial of: Middle Name/Initial]]], [Role] separated by ", "].
[Conference/Meeting Name], ["[Presentation Title]," [Sponsoring Organization], [Venue], [City], [State], [Country]. ([Month Day, Year]).

Contracts, Fellowships, Grants and Sponsored Research

Screen: Awards  
Items: All records

[Contracts] [list of [Investigators] as "[Last Name], [F. N.] [M. N.] ([Role])", "[Title]," Sponsored by [Sponsor], [Sponsor Type]. ([Award Start Month Award Start Day, Award Start Year - Award End Month Award End Day, Award End Year]).
Intellectual Property

Screen: Intellectual Property (e.g., copyrights, patents)
Items: All records

[ list of [ [Last Name], [Initial of: First Name] [Initial of: Middle Name/Initial] ] ] separated by ", "
"[Patent Title]." Licensed to: [If patent has been licensed, to whom?]. Assigned to: [If patent has been
assigned, to whom?]. (Submitted: [Month Submitted to University Day Submitted to University, Year
Submitted to University], Application: [Month of Patent Application Day of Patent Application, Year of
Licensed: [Month Licensed Day Licensed, Year Licensed], Renewal: [Renewal Month Renewal Day,
Renewal Year]).

Research Activity

Screen: Research Activity
Items: All records

"[Title]" ([Status]). ([Start Month Start Day, Start Year - End Month End Day, End Year]).
[Description]

SERVICE

Clinical Service

Screen: Clinical
Items: All records

[[Position/Role]], [Organization/Committee]. ([Start Month Start Day, Start Year - End Month End Day, End
Year]).

University Service

Screen: University
Items: All records

Service Scope

[[Position/Role]], [Organization/Committee]. ([Start Month Start Day, Start Year - End Month End Day, End
Year]).

Professional Service

Screen: Professional
Items: All records

[[Position/Role] or Explanation of "Other"], [Organization/Committee/Journal], [City], [State]. ([Start Month
Start Day, Start Year - End Month End Day, End Year]).

Public Service

Screen: Public
Items: All records

[[Position/Role] or Explanation of "Other"], [Organization/Committee], [City], [State]. ([Start Month Start Day,
Start Year - End Month End Day, End Year]).