

# **Faculty and Staff Annual Reports**

COLLEGE OF ARTS AND SCIENCES

College Policy: 3

LOUISIANA STATE UNIVERSITY Revision: 6

Effective: July 1, 2004

## **SUBJECT: FACULTY AND STAFF ANNUAL REPORTS**

### **GENERAL**

An annual report is required of all faculty in tenure-track appointments. Reports by instructors are optional.

An annual report is to be submitted to the chair of the department by a date set by the chair. The report is due in the Office of the Dean by May 1 of each year. This report should cover a 12 month period from January 1 to December 31 of each year. The chair will retain one copy and forward one copy to the Dean. The faculty member's name, department, and the date should appear in the upper right-hand corner of each page of the report. A complete vita prepared according to the LSU System Standardized Biographical Data Form, (refer to PS-36) may be submitted in lieu of this report.

Preparation of an annual report affords each faculty member an opportunity to acquaint the chair and the Dean with one's accomplishments. Certain items on the annual report such as teaching experiences and activities are generally not included on a vita. The report may also be used to express complaints and positive feelings about your department, the College, and the University. In other words, the annual reports are a major source of information from the faculty to the Dean. The Dean reviews each report; then the reports are placed in the personnel files in the Dean's office for future reference. The report is used to keep the Dean informed of faculty activities, in the determination of merit raises and in the assignment of teaching loads for the forthcoming year. Additionally, the report may be used by the department in its annual evaluation of a faculty member's performance. Therefore, it is prudent that the reports be prepared carefully.

New faculty and academic staff members joining the University in the fall are requested to furnish data for their entire career (vita) as an initial report.

### **STATEMENT RELATIVE TO TEACHING ACTIVITIES OR OTHER MAJOR ASSIGNMENT**

The report should include a statement about teaching or major assignment activities for the year. Any new approaches used and their outcomes should be reported for this period. For teaching activities, it is NOT necessary to list courses taught or numbers of students enrolled, as this information is already a

matter of record. However, a list of graduate students (and their classifications), whom faculty serves as a major advisor, should be included.

#### **PUBLICATIONS AND CREATIVE WORK OR ARTISTIC PERFORMANCES**

The report should include a list of publications actually appearing in print, exhibits, recitals, performances, and other creative scholarly presentations published or given during the period. Work in progress should be presented in a separate section. Guidelines in PS-36, Revision 5, p. 46 (1,2,2) and p. 47 (1,3) should be followed.

#### **EXTERNAL FUNDING**

The report should contain a list of grants and contracts applied for and/or received during this period by title, funding agency, amount requested, and duration of grant.

#### **RESEARCH AND CREATIVE ACTIVITIES IN PROGRESS**

Any research or creative activities which are not reflected in responses to I, II or III above, should be described in this section. Information on (a) research in progress and (b) research in the planning stage should be included, as well as any publications submitted in review and/or accepted for publication.

#### **PROFESSIONAL ORGANIZATIONS AND PUBLIC SERVICE**

The report should contain a list of the professional organizations to which the faculty member belongs, and a record of his/her activities in those organizations for the year--meetings attended, papers read, and offices held. Honors that were received and services that were performed for community, state and nation should be listed.

#### **ADMINISTRATIVE DUTIES, UNIVERSITY SERVICE, COMMITTEE WORK**

This section should include a list of services to the University, in addition to those of teaching and research. Any academic degrees received during the year should be noted in this section.

#### **GENERAL COMMENTS**

The "General Comments" section is intended for general comments about, or constructive suggestions in reference to your department, the College, and the University. Your comments will be considered confidential and will NOT be placed in general faculty files. If you wish your comments to be held in confidence by the Dean, write "confidential" on the top of the page and send it directly to the Dean under separate cover.