FSAS Report Checklist
CLA Annual Faculty Activities

Data from the following form fields is used when generating a CLA Annual Activities Report.

Key: 🔒 = External database data/read only field | ➜ = FSAS Section | > = FSAS Form

ANNUAL ACTIVITES: PERSONAL/CONTACT INFORMATION

Annual Activities Sub-Section: HEADER

   End Date (Run Reports Date Range)

➜**General Information   > Personal and Contact Information**

   First Name 🔒

   Last Name 🔒

➜**General Information   > Administrative Data – Yearly Data**

   Department 🔒

   Faculty/Staff Rank 🔒

ANNUAL ACTIVITES: TEACHING AND ADVISING

Annual Activities Sub-Section: WORKLOAD

➜**General Information   > Workload Information**

   % Instruction, Advising, and Mentoring (Effort Distribution)

Annual Activities Sub-Section: INSTRUCTION

➜**Teaching/Advising   > Scheduled Teaching**

   Term and Year 🔒

   Course Name 🔒

Course Prefix and Course Number 🔒

Number of Credit Hours 🔒

Official Enrollment Number 🔒

Contact Hours – Lecture (if applicable)

Contact hours – Lab (if applicable)

Contact Hours – Recitation (if applicable)

Add evidence of teaching effectiveness (Annual Input) related to individual courses.

Type of Evidence

Comments

Upload File (if applicable)

Annual Activities Sub-Section: ADVISING – UNDERGRADUATE STUDENTS

➔Teaching/Advising   > Academic Advising Summary

Academic Year

Number of Undergraduate Students Advised (if you are not advising undergraduates, enter 0)

Number of M.A. Students Advised (if you are not advising M.A. students, enter 0)

Number of M.A. Students Advised as Committee Chair (if you are not advising M.A. students, enter 0)

Number of Ph.D. Students Advised (if you are not advising Ph.D. students, enter 0)

Number of Ph.D. Students Advised as Committee Chair (if you are not advising Ph.D. students, enter 0)

Annual Activities Sub-Section: ADVISING – GRADUATE STUDENTS

➔Teaching/Advising   > Detailed Graduate and Post-Doctoral Advising Activities

Student First Name

Student Last Name

Post-Doctoral Advisee (if applicable)

Degree Type

Advising Role

Date Started

Date Completed

Degree Completed

ANNUAL ACTIVITES: RESEARCH, SCHOLARSHIP, AND ARTISTRY

Annual Activities Sub-Section: WORKLOAD

→**General Information > Workload Information**

% Research, Scholarship, and Creative Activity (Effort Distribution)

Annual Activities Sub-Section Title: PUBLISHED WORKS

→**Scholarship/Research > Intellectual Contributions**

Contribution Type (organizes contribution into the proper category on your report)

Title of Contribution

Title of Larger Work (if applicable)

1st Author 🔒

Additional Authors (add rows for additional authors if applicable) 🔒

Journal/Publisher/Proceedings Publisher (if applicable)

City and State of Journal/Publisher (if applicable)

Volume (if applicable)

Issue Number/Edition (if applicable)

Page Number or Number of Pages (if applicable)

Web Address* (if applicable)

Editor(s) (if applicable)

Expected Date of Submission, Date Submitted, Date Accepted, Date Published (one is required)

If you enter a URL into a URL form field in the FSAS, the link will be active if you add the full URL, including http://… , https://… , or www.link … (e.g. www.google.com). The link will not work if you add an incomplete URL (e.g. google.com).

Annual Activities Sub-Section: PERFORMANCES, EXHIBITS, PRODUCTIONS

→**Scholarship/Research > Artistic and Professional Performances and Exhibits (Other Creative Activities)**

Type of Work

Explanation of Other (if applicable)

Work/Exhibit Title

City

State/Province/Region

Country

Was this reviewed/refereed?

Invited or Accepted?

End Date

Annual Activities Sub-Section Title: CONTRACTS & GRANTS

→**Scholarship/Research > Funded Contracts, Fellowships, Grants and Sponsored Research**

All locked/read-only data comes from CSU's Kuali Coeus.

Externally or Internally Funded?

First Name (all CSU Investigators) 🔒

Last Name (all CSU Investigators) 🔒

Role (all CSU Investigators) 🔒

Submission Type 🔒

Title 🔒

Sponsoring Organization 🔒

Awarding Organization Is 🔒

Total Requested/Awarded 🔒

Date Submitted for Funding 🔒

Start Date 🔒

End Date 🔒

Award Letter (if applicable)

→ **Scholarship/Research** **> Self Report: Un-awarded Proposals or Awarded Gifts and Non-Gifts**

Externally or Internally Funded?

First Name (all CSU investigators) 🔒

Last Name (all CSU investigators) 🔒

Role (all investigators)

Type

Title

Current Status

Awarding Organization Is

Sponsoring Organization

Total Requested/Awarded

Date Submitted for Funding (included if provided)

Start Date

End Date (if applicable)

Award Letter (if applicable)

Annual Activities Sub-Section: PAPERS PRESENTED/SYMPOSIA/INVITED LECTURES/PROFESSIONAL MEETINGS/WORKSHOPS

→Scholarship/Research > Presentations (Papers, Posters, Lectures, Demos, etc)

      Presentation Title

      Conference/Meeting Name

      Sponsoring Organization

      1st Presenter/Author 🔒

      Additional Presenters/Authors (all CSU Presenters/Authors) 🔒

      Was this peer-reviewed/refereed?

      City

      State/Province/Region

      Country

      Date

Annual Activities Sub-Section: OTHER ACTIVITIES/ACCOMPLISHMENTS – RESEARCH/SCHOLARSHIP/ARTISTRY

→Scholarship/Research > Research Currently in Progress

      First Name (all CSU Collaborators) 🔒

      Last Name (all CSU Collaborators) 🔒

      Middle Name (all CSU Collaborators, if applicable) 🔒

      Title

      Description

      Research Type

→Scholarship/Research > Intellectual Property (e.g., copyrights, patents)

      First Name (all CSU Inventors) 🔒

      Last Name (all CSU Inventors) 🔒

      Middle Name (all CSU Inventors, if applicable) 🔒

      Title

If licensed, to whom?

If assigned, to whom?

Date Submitted to University

Date of Application

Date Approved

Date Licensed

Renewal Date

→**General Information   > Faculty Development Activities Attended (as a Participant)**

Activity Type

Explanation of Other (if applicable)

Title

Sponsoring Organization

City

State/Province/Region

Country

Number of Credit Hours (if Formal Credit awarded)

Aprox. Number of Hours Spent Per Year

Start Date

End Date (if applicable)

→**General Information   > Licensures and Certifications**

Title of Licensure/Certification

Sponsoring Organization

Date Obtained

Expiration/Renewal Date

ANNUAL ACTIVITES: ADMINISTRATION/SERVICE/OUTREACH

Annual Activities Sub-Section: WORKLOAD

→**General Information > Workload Information**

    % University/Professional/Public Service and Outreach (Effort Distribution)

Annual Activities Sub-Section: ADMINISTRATIVE ASSIGNMENTS (if applicable)

→**General Information > Administrative Assignments**

    Position/Role

    Scope

    Responsibilities/Brief Description

    Start Date

    End Date (if applicable)

If applicable, the following data may be included from the Yearly Data form via the HR database.

    Faculty/Staff Rank 🔒

    Appointment Type 🔒

If you are filling out the Administrator Annual Activities Report, and the following fields are not yet part of the FSAS, run your final Annual Activities report as a word document (.doc), and then manually add the following:

    Administrative Accomplishments

    Development/Alumni Accomplishments

    Additional Administrative Assignments

Annual Activities Sub-Section: COMMITTEES

→**Service > University**

    Committee/Activity Name

Start Date

End Date (if applicable)

→ **Service > College**

Committee/Activity Name

Start Date

End Date (if applicable)

→**Service > Department**

Committee/Activity Name

Start Date

End Date (if applicable)

Annual Activities Sub-Section: PROFESSIONAL AFFILIATIONS AND ACTIVITIES

→**General Information > Professional Memberships**

Leadership Position Held

Name of Organization

Start Date

End Date (if applicable)

→ **General Information > Media Appearances**

Media Name

Date

Annual Activities Sub-Section: OTHER ACTIVITIES/ACCOMPLISHMNETS – SERVICE/OUTREACH

→**General Information > Consulting**

Consulting Type

Explanation of Other (if applicable)

Client/Organization

City

State/Province/Region

Country

Start Date

End Date (if applicable)

→ **Service** **> Professional**

Position/Role

Explanation of Other (if applicable)

Organization/Committee/Club

City

State/Province/Region

Start Date

End Date (if applicable)

→ **Service** **> Public**

Position/Role

Explanation of Other (if applicable)

Organization/Committee/Club

City

State/Province/Region

Start Date

End Date (if applicable)