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 ACTIVITIES: 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 ACTIVITIES: 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  

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
ANNUAL ACTIVITIES: 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)
*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
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
- 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
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 ACTIVITIES: 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
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/ACCOMPLISHMENTS – SERVICE/OUTREACH

General Information  > Consulting

- Consulting Type
- Explanation of Other (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)