




FSAS CSU Faculty T&P Report Checklist




Data from the following form fields is used when generating your CSU T&P Final Report using FSAS.

Key:  = External database data/read only |  = FSAS Section |  = FSAS Form

T&P COVER PAGE


General Information > Personal and Contact Information


First Name 

Middle Name (if applicable) 


Last Name 

General Information > Administrative Data - Yearly Data

Department (Home) 

College (Home) 

Department (Secondary, if applicable) 

College (Secondary, if applicable) 

SUMMARY OF TENURE AND PROMOTION RECOMMENDATION

T&P Sub-section Title: **PRIOR ACADEMIC EXPERIENCE (Years and Institutions)**

General Information > Administrative Data - Yearly Data

Academic Year (included from HR database)

Faculty/Staff Rank (included from HR database)

Appointment Type (included from HR database)

→General Information > Academic and Professional Positions

Title/Rank/Position

Organization

Start Date

End Date (if applicable)


T&P CV SECTION 1: EMPLOYMENT HISTORY/AWARDS

T&P CV Sub-section Title: HEADER

→General Information > Personal and Contact Information


Last Name 

First Name 

Middle Name 

Suffix

Address

Building Where Your Office is Located 

Office Phone 

T&P CV Sub-section Title: EDUCATION

→General Information > Education

Date Completed

Degree

Explanation of Other (if applicable)

Institution

T&P CV Sub-section Title: ACADEMIC POSITIONS

→General Information > Academic and Professional Positions

These are the fields that will appear in this section when Experience Type is set to “Academic - Post Secondary” or “Academic - P-12.”

Experience Type


Organization


Title/Rank/Position


Start Date

End Date (if applicable)

If applicable, the following fields will be included from Yearly Data via the HR database

Academic Year 

Faculty/Staff Rank 

Appointment Type 

T&P CV Sub-section Title: SABBATICALS

→General Information > Sabbaticals

Year

Sponsor

Description

T&P CV Sub-section Title: OTHER POSITIONS

→General Information > Academic and Professional Positions

The following data will appear in this section when Experience Type is set to “All Other.”

Organization

Title/Rank/Position

Start Date

End Date (if applicable)

→ **General Information > Administrative Assignments**

Position/Role

Scope

Start Date

End Date (if applicable)

T&P CV Sub-section Title: CURRENT JOB DESCRIPTION

→ **General Information > Workload Information**

"Description" is a required field, but it is currently not included in this report.

Year

% Instruction, Advising, and Mentoring (Effort Distribution)

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

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

T&P CV Sub-section Title: HONORS AND AWARDS

→ **General Information > Awards and Honors**

Date Received

Award or Honor Name

Organization/Sponsor

T&P CV SECTION 2: PUBLICATIONS/SCHOLARLY RECORD

T&P Sub-section Title: TENURE NARRATIVE

→ **General Information > Tenure and Promotion Narrative**

Academic Year

Tenure and Promotion Narrative (limit 7000 characters)

T&P CV 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) 

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 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](http://www.google.com) ... (e.g. www.google.com). The link will not work if you add an incomplete URL (e.g. [google.com](http://www.google.com)).*

T&P CV Sub-section Title: PERFORMANCES, EXHIBITS, PRODUCTIONS (Visual/Performing Arts)

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

Work/Exhibit Title

Invited or Accepted?

Start Date

End Date (if applicable)


T&P CV Sub-section Title: CONTRACTS & GRANTS

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

All locked/read-only data comes from CSU's Quali Coes.


Current Status

Role 

Start Date 

End Date 

Title 


Awarding Organization Is 

1st Investigator 

Additional Investigators (add rows for additional Investigators) 

Sponsoring Organization 

Total Requested/Awarded 

Date Submitted for Funding 

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

Externally or Internally Funded?

Current Status

Type

Start Date

End Date (if applicable)

Title

Awarding Organization Is

1st Investigator 

Additional Investigators (add rows for additional Investigators) 

Sponsoring Organization

Total Requested/Awarded

Date Submitted for Funding (included if provided)


T&P CV Sub-section Title: 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 (add rows for additional Presenters/Authors) 

Was this peer-reviewed/refereed?

Date

T&P CV Sub-section Title: COLLABORATIVE & INTEGRATIVE INTERDISCIPLINARY SCHOLARSHIP

→Scholarship/Research > Tenure and Promotion Collaborative & Integrative Interdisciplinary Scholarship

Academic Year

Description

CV Sub-section Title: OTHER ACTIVITIES/ACCOMPLISHMENTS – PUBLICATIONS/SCHOLARLY RECORD

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

Title

1st Inventor 

Additional Inventors (add rows for additional Inventors) 

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

Approx. 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


T&P CV SECTION 3: EVIDENCE OF TEACHING AND ADVISING EFFECTIVENESS

T&P CV Sub-section Title: TEACHING

→ Teaching/Advising > Scheduled Teaching

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

Term and Year 

Course Name 

Course Prefix and Course Number 

Number of Credit Hours 

Official Enrollment Number 

T&P CV Sub-section Title: GUEST LECTURES

→ Teaching/Advising > Guest Lectures

Term and Year

Course Prefix and Course Number (if applicable)


Course Name

Number of Guest Lectures

Delivery Mode

T&P CV Sub-section Title: EVIDENCE OF TEACHING EFFECTIVENESS (Annual Input)

→ Teaching/Advising > Scheduled Teaching

Course Information 

Type of Evidence

Comments

Upload File

CV Sub-section Title: TENURE AND PROMOTION EVIDENCE OF TEACHING EFFECTIVENESS (Tenure and Promotion Input)

→Teaching/Advising > Tenure and Promotion Evidence of Teaching Effectiveness

Development of New Courses (if applicable)

Development of New Teaching Techniques (if applicable)

Integration of Service Learning (if applicable)

Conference/Workshop Assessments (if applicable)

Participation in Professional Development Activities Related to Teaching (if applicable)

Professional Consultation Related to Teaching (if applicable)

Other Evidence (if applicable)

ADVISING: STUDENT ADVISING/GRADUATE SUPERVISION

T&P CV Sub-section Title: UNDERGRADUATE STUDENTS

→ Teaching/Advising > Academic Advising Summary

Number of Undergraduate Students Advised

Academic Year

Description of Advising Activities (500 characters or less)

T&P CV Sub-section Title: GRADUATE STUDENTS

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

Student First name

Student Last name

Degree Type

Advising Role

Date Started

Degree Completed

T&P CV Sub-section Title: POSTDOCTORAL STUDENTS/RESEARCH ASSOCIATES

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

Student First Name

Student Last Name

Post-Doctoral Advisee

Degree Type

Date Started

Date Completed

T&P CV Sub-section Title: EVALUATIONS FROM FACULTY AND PROFESSIONAL PEERS

→Teaching/Advising > Tenure and Promotion Evidence of Advising Effectiveness

Academic Year

Evaluations from Faculty and Professional Peers

T&P CV Sub-section Title: DESCRIPTIONS OF MENTORING ACTIVITIES

→Teaching/Advising > T&P Evidence of Advising Effectiveness *cross-matched and combined with Directed Student Learning (e.g. Supervised Research)*

Academic Year (from T&P Evidence of Advising Effectiveness)

Descriptions of Mentoring Activities (from T&P Evidence of Advising Effectiveness)

Student Last Name (from Directed Student Learning)

Student First Name (from Directed Student Learning)

Student's Home Department (from Directed Student Learning)

Date Started (must overlap with year on the T&P Evidence of Advising Effectiveness)

Date Completed (date range must overlap with year on T&P Evidence of Advising Effectiveness)

OTHER EVIDENCE

Academic Year (from T&P Evidence of Advising Effectiveness)

Other Evidence (from T&P Evidence of Advising Effectiveness)

OTHER ACTIVITIES/ACCOMPLISHMENTS – TEACHING/ADVISING

T&P CV Sub-section Title: DESCRIPTION OF OTHER TEACHING ACTIVITIES

→ Teaching/Advising > Tenure and Promotion Evidence of Teaching Effectiveness

Description of Other Teaching Activities

T&P CV Sub-section Title: DESCRIPTION OF OTHER ADVISING ACTIVITIES

→ Teaching/Advising > Tenure and Promotion Evidence of Advising Effectiveness

Academic Year

Description of Other Advising Activities

T&P CV Sub-section Title: EXTENSION/ENGAGEMENT ACTIVITIES/ACCOMPLISHMENTS

→ Teaching/Advising > Extension/Engagement

Contact Type

Explanation of Other (if applicable)

Title/Topic/Subject

Audience

City

State/Province/Region

Number of times contact was made

Total Number of Participants

Percent Responsible

Date-Quarter

Year

T&P CV SECTION 4: EVIDENCE OF OUTREACH/SERVICE

T&P CV Sub-section Title: 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)

T&P CV Sub-section Title: 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 Type

Media Name

Date

→ **Service** > **Professional**

Position/Role

Explanation of Other (if applicable)

Organization/Committee/Club

City

State/Province/Region

Start Date

End Date (if applicable)

T&P CV Sub-section Title: OTHER ACTIVITIES/ACCOMPLISHMENTS – 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)

Note that you can also enter Professional Consultation Related to Teaching in the T&P Evidence of Teaching Effectiveness, and that information would appear in the teaching section of the CV.

→ Service > Professional

Displays any items not already displayed.

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)