FSAS Report Checklist
CLA NTT Annual Faculty Activities

Data from the following form fields is used when generating a CLA NTT Annual Activities Report. Please fill in any activities that pertain to your responsibilities at CSU.

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  


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
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)
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
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 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

- **Service > College**
  - Committee/Activity Name
  - Start Date
  - End Date (if applicable)

- **Service > Department**
  - Committee/Activity Name
  - Start Date
  - End Date (if applicable)

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

- **General Information > Professional Memberships**
  - Leadership Position Held
  - Name of Organization
  - Start Date
  - End Date (if applicable)

- **General Information > Media Appearances**
  - Media Name
  - Date

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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)