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	a/read only field	t	→ = 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)
Туре
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
1 st 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 –
Annual Activities Sub-Section: OTHER ACTIVITIES/ACCOMPLISHMENTS – RESEARCH/SCHOLARSHIP/ARTISTRY Scholarship/Research > Research Currently in Progress
RESEARCH/SCHOLARSHIP/ARTISTRY
RESEARCH/SCHOLARSHIP/ARTISTRY Scholarship/Research > Research Currently in Progress
RESEARCH/SCHOLARSHIP/ARTISTRY Scholarship/Research > Research Currently in Progress First Name (all CSU Collaborators)
RESEARCH/SCHOLARSHIP/ARTISTRY Scholarship/Research > Research Currently in Progress First Name (all CSU Collaborators) Last Name (all CSU Collaborators)
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)
Scholarship/Research > Research Currently in Progress First Name (all CSU Collaborators) Last Name (all CSU Collaborators) Middle Name (all CSU Collaborators, if applicable) Title
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
**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 > 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)
**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)

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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
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ANNUAL ACTIVITES: ADMINISTRATION/SERVICE/OUTREACH

A constant the C. I. Continue WORKLOAD
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)
f applicable, the following data may be included from the Yearly Data form via the HR database.
Faculty/Staff Rank
Appointment Type
f 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)

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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)
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→ Service > Public

Position/Role

Explanation of Other (if applicable)

Organization/Committee/Club

City

State/Province/Region

Start Date

End Date (if applicable)