## **Required Fields for Annual Summary of Activities Report**

Data fields **circled in blue** indicate what information will be automatically pulled from certain Digital Measures screens to populate your Annual Summary Report. These fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

### Administrative Data – Yearly Data Screen

< Edit	< Edit Yearly Data			Cancel	🗎 Save	🛱 Save + Add Another
See "Requir completed (	red Fields for Annual Summ (if they are applicable to you	ary of Activities Rep u) and you want the	ort" section in the Facul m included in your Ann	lty User Guide to learn ual Summary Report.	which fields on t	his screen should be
	Academic Year	<b></b>				
1st Depar	rtment					
	Department				•	
Select the	e number of department ro	ws to add: 1 💿	+Add			
	Faculty/Staff Rank		•			
	Explanation of "Other"					
	Tenure Status		•			
Leave Info	rmation					
	Leave Status			•		
	Explanation of "Other"					
	Leave Start Date	•	,			
	Leave End Date					

#### Administrative Assignments Screen

< Edit Administrative Assignments	Cancel	🗎 Save	🛱 Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Position/Role	<b>~</b>
Explanation of "Other"	
Full Title of Position/Role	
Scope	▼
Responsibilities/Brief Description	

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	<b></b> ,	At least one date <b><u>must</u></b> be entered and be
End Date	<b>_</b> , <b></b>	between June 1 – May 31 of reporting year in
		order for activity to appear in Annual Report.

#### Awards and Honors Screen

#### < Edit Awards and Honors

Cancel 💾 Save 💾 Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

	Nominated or Received? Award or Honor Name		
	Organization/Sponsor		"Purpose" <b>must</b> be entered in
	* Purpose	<b></b>	order for activity to appear in
	Scope	-	Annual Report.
Brie	ef Description/Explanation		
			//
Note: Date	entered must be between Ji	ne 1 – May 31 of the reporting year in order for	this activity to appear in your Annual Summary Report.
	Date	▼ ,	Data antared must be between

, Date entered **must** be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

#### **Consulting Screen**

< Edit	Consulting		Cancel	💾 Save	H+ Save + Add Another	
See "Requi completed	ired Fields for Annual Summ (if they are applicable to yo	ary of Activities Repo u) and you want ther	ort" section in the Faculty n included in your Annua	/ User Guide to learn al Summary Report.	which fields on t	his screen should be
	Consulting Type Explanation of "Other" Client/Organization		•	•		
• (	City, State and Country Compensated or Pro Bono? Brief Description				• Compensate be entered in appear in An	ed or Pro Bono" <u>must</u> order for activity to nual Report.
Note: For a presently o	activities that are/were only of completed, specify the start of the start of the start of the start in order for this activity.	on one day, leave the date and leave the er	e start date blank and sp nd date blank. At least or	ecify the end date. Fo ne date must be ente	or activities that y red and be betwe	ou started but have not yet en June 1 – May 31 of the
cporting y	Start Date End Date			At least on between Ju order for a	e date <u>must</u> 1ne 1 – May ; ctivity to app	be entered and be 31 of reporting year in bear in Annual Report.

## **Faculty Development Activities Attended Screen**

#### < Edit Faculty Development Activities Attended

Cancel

🗎 Save

🛱 Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Activity Type	-
Explanation of "Other"	
Title	
Sponsoring Organization	
City, State and Country	· · · · · · · · · · · · · · · · · · ·
Number of Credit Hours	
Brief Description	

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	•	,	
End Date	•	,	

At least one date  $\underline{must}$  be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

## Licensures and Certifications Screen

< E	dit Licens	ures and Cer	tifications	Cance	el 💾 Save	🛱 Save + Add Another
See "R compl	Required Fields leted (if they ar	for Annual Summa e applicable to you	ary of Activities Report" section in th ) and you want them included in you	e Faculty User Guide ur Annual Summary F	to learn which fields on t Report.	this screen should be
	Title of Licens	sure/Certification				
	Sponsor	ing Organization				
		Scope	•			
		Description				
Note: / Summ	At least one da ary Report.	te must be entere	l and be between june 1 – May 31 of	the reporting year ir	order for this activity to	appear in your Annual
		Date Obtained	· · · · · · · · · · · · · · · · · · ·		At least one dat	e <u>must</u> be entered
		Expiration Date	· · · · · · · · · · · · · · · · · · ·		and be between reporting year i	June 1 – May 31 of n order for activity

## Media Appearances and Interviews Screen

#### < Edit Media Appearances and Interviews

Cancel 🎽 Save 💾 Save + Add Another

to appear in Annual Report.

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

	Media Type	
	Explanation of "Other"	
	Article/Segment Title	
	Program/Media Outlet Name	
	Web Address	
	Description	
		//
Note:	Date entered must be between J	une 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.
	Publication/Air Date	Date entered <u>must</u> be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

#### Academic Advising Screen

< Edit Academic Advising	Cancel	💾 Save	🛱 Save + Add Another	
--------------------------	--------	--------	----------------------	--

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Note: Date entered must be between June 1 - May 31 of the reporting year in order for this activity to appear in your Annual Summary Report

Term and Year	· · · · · · · · · · · · · · · · · · ·	Date entered <u>must</u> be between
Number of Students Advised as Primary Advisor Number of Students Advised as		June 1 – May 31 of reporting year in order for activity to appear in Annual Report.
Secondary Advisor Comments		

# **Directed Student Learning Screen**

< Edit Directed Student Learning (e.g., independent study, internship, research, seminar)

Cancel 🎽 Save 🛛 💾 Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Notes	Term and Year	✓	
Some	Course Name		"Term and Year" <b>must</b> be entered in order for activity to appear in
records have	Course Prefix and Number	▼	Annual Report.
already	Involvement Type	•	Term and Year must be between
been created	Student First Name		June 1 – May 31 of reporting year in order for activity to appear in
for you.	Student Last Name		Annual Report.
In those cases,	Title of Student's Work		
these	Stage of Completion	▼	
fields will be read- only.	Comments		

#### Non-Credit Instruction Taught Screen

# Cancel Cancel Cancel Cancel

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

	Instruction Type	
	Explanation of "Other"	
	Audience	
	Sponsoring Organization	
	Number of Participants	
A	cademic or Professional?	
	Description	

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.



At least one date  $\underline{must}$  be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

#### < Edit Scheduled Teaching

#### **Scheduled Teaching Screen**

You do not have access to modify some	of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, <u>Mary Hoehn</u> .
🚔 Term and Year	
Course Name	
Course Prefix and Course Number	
🛎 Section Number	
Official Enrollment Number	Fields are pre-populated and read-only.
🗎 Student Credit Hours	
Faculty Workload Hours	
🚔 Course Level	
🛎 Delivery Mode	
Helios?	
New course preparation?	$\checkmark$
New format for existing course?	▼
Syllabus for this course	No File Stored Choose File
Comments	

## **Teaching Innovation and Curriculum Development Screen**

< Edit Teaching Innovation and Curriculum	Cancel	🗎 Save	🛱 Save + Add Another
Development			

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Activity Type	
Explanation of "Other"	
Course or Program Name	
Description of Activity	

Dates are intended to capture the time spent working on curriculum development or teaching innovation that will be delivered at a future date; the delivery of the course itself will be captured under the Scheduled Teaching Screen, where you can indicate if this was a new course preparation or a new format for an existing course. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	-		
End Date	•	,	

At least one date  $\underline{must}$  be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

H Save

Cancel

# Contracts, Fellowships, Grants and Sponsored Research Screen

Edit Contracts, Fello Research	owships, Grants and Sponsored	Cancel	🗎 Save	H+ Save + Add Another	]
		le une cuide te le com	u bi b fisiologi a se di	in a second data a	-
leted (if they are applicable	to you) and you want them included in your Ann	iual Summary Report.	which fields on tr	his screen should be	
т	Туре		•		
Explanation of "Oth	her"				
	Title				
Agency/Spor	nsor		"Current	status" <b>must</b> be	enter
Current Sta	atus 🗸 🗸		in order	for activity to app	ear in
Amo	sunt \$		Annual I	Report.	
Abst	ract				
		1			
d or Prime Applicant / Coll	aborating Institution / Subcontractors				
ise list the Lead or Prime App	plicant as the first entry in this list.				
Applicant					
	alicant				
App					
Explanation of "Other Instit	ution"				
Applican	t Type	•			
elect the number of applicant	t rows to add: 1 o +Add				
estigators ase select a person from the default, your name will appea erent name. You can add add ng the up/down arrows. Pleas enter their names in the fields	drop-down list and/or enter their name in the in ar as the first investigator. You do not need to en litional investigators by selecting the appropriat se note that Skidmore students and non-Skidmo s provided.	put fields. iter your name in the b e number of investigato re faculty will not appe	lank fields unless or rows to add, ar ar in the drop-do	you submitted under a id then change the order wn list and you will have	
t Investigator					
ople at Skidmore College	First Name Middle Name/Initia	al Last Name	If a studen	t, what is his/her level?	
oehn, Mary: mhoehn				<b>•</b>	
ble	Explanation of "Other" Ins	stitution	Explanation of '	'Other Institution"	
•		•			
elect the number of investiga	tor rows to add: 1 💿 🕂 Add				
Award Le	tter No File Stored Choose File				
: At least one date must be e	ntered and be between June 1 – May 31 of the re	porting year in order fo	or this activity to a	appear in your Annual	
name Depert					



### **Exhibits and Performances Screen**

Cancel

#### < Edit Exhibits and Performances

🗎 Save 🛛 💾 Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Type of Work	<b></b>
Explanation of "Other"	
Work/Exhibit Title	
Name of Performing Group	
Sponsoring Organization	
Venue	
City, State and Country	· · · · · · · · · · · · · · · · · · ·
Brief Description	

#### Performers/Exhibitors

Please select a person from the drop-down list and/or enter their name in the input fields.

By default, your name will appear as the first performer/exhibitor. You do not need to enter your name in the blank fields unless you performed/exhibited under a different name. You can add additional performers/exhibitors by selecting the appropriate number of performer/exhibitor rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Performer/Exhibitor							
People at Skidmore College Hoehn, Mary: mhoehn	First Name	Middle Name/Initial	Last Name	Role	If a student, what is his/her level?	Organization	
Select the number of pe	Select the number of performer/exhibitor rows to add:						
Was this peer-reviewe	Was this peer-reviewed/refereed?						
V	Web Address						
	Scope	•					
						a second s	

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Da	te	•	,	
End Da	te	•	,	

At least one date  $\underline{must}$  be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

## **Intellectual Property Screen**

< Edit Intellectual Property (e.g., copyrights,	Cancel	🗎 Save	🛱 Save + Add Another	
patents)				

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

	Patent or Copyright	<b></b>
	Patent Title	
Patent/Copyright Number/ID		
	Patent Type	<b>_</b>
	Patent Nationality	<b>•</b>
If Patent Co	operation Treaty, List Nations	

#### Inventors

Please select a person from the drop-down list and/or enter their name in the input fields.

By default, your name will appear as the first inventor. You do not need to enter your name in the blank fields unless you invented under a different name. You can add additional inventors by selecting the appropriate number of inventor rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Inv	/entor					
Peopl Colleg Hoehr	e at Skidmore je n, Mary: mhoehn	First Name	Middle Name/Initial	Last Name	Organization	
Select	the number of inv	entor rows to add:	1 • +/	Add		
If	patent has been li	censed, to whom?				
Ifp	oatent has been as	signed, to whom?				
Note: At l Report.	east one date mus	st be entered and b	e between June 1 -	- May 31 of the re	porting year in order for this activity to a	appear in your Annual Summary
	Date Submitted	to College	<b>~</b>	,		

Date Submitted to College	· · · · · · · · · · · · · · · · · · ·	
Date of Patent Application	· · · · · · · · · · · · · · · · · · ·	At least one date <b>must</b> be entered
Date Patent Approved	· · · · · · · · · · · · · · · · · · ·	and be between June 1 – May 31 of
Date Licensed	· · · · · · · · · · · · · · · · · · ·	reporting year in order for activity to appear in Annual Report.
Renewal Date	· · · · · · · · · · · · · · · · · · ·	

## **Presentations Screen**

# Cancel Cancel H Save Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Presentation Title		
Presentation Type	<b></b>	
Explanation of "Other"		]
Conference/Meeting Name		]
Sponsoring Organization		
City, State and Country	▼	•
Meeting Type	•	
Explanation of "Other"		

#### **Presenters/Authors**

Please select a person from the drop-down list and/or enter their name in the input fields.

By default, your name will appear as the first presenter/author. You do not need to enter your name in the blank fields unless you presented under a different name. You can add additional presenters/authors by selecting the appropriate number of presenter/author rows to add, and then change the order using the up/down arrows. Please note that Skidmore students and non-Skidmore faculty will not appear in the drop-down list and you will have to enter their names in the fields provided.

1st Presenter/Author	
People at Skidmore College     First Name     Middle Name/Initial       Hoehn, Mary: mhoehn	Last Name If a student, what is his/her level?
Role Organization	
Select the number of presenter/author rows to add: 1 • +Add	
Scope Invited or Accepted? Was this peer-reviewed/refereed? Published in Proceedings? Published Elsewhere? Abstract/Synopsis	
presentation No File Stored Choose File	] rder for this activity to appear in your Annual Summary Report.
Date , I	Date entered <u>must</u> be between June 1 – May 31 of reporting ye in order for activity to appear in Annual Report.

## **Publications Screen**

Cancel

🗎 Save

🛱 Save + Add Another

#### < Edit Publications

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are

applicat	Contribution Type	ncluded in your Annu	al Summary Report.					
	Explanation of "Other"					"Cumon	+ Status" mus	t be entered
	Current Status					in order	for activity to	appear in
	Title of Contribution					Annual	Report.	uppeur m
If this i cha	is part of a larger work (e.g., a pter in a book), Title of Larger Work					L	1	
	Journal Name							
Pul	blisher/Proceedings Publisher							
City	and State of Journal/Publisher							
	Country of Journal/Publisher							
	Volume							
	Issue Number/Edition				"V	Vas This P	eer-Reviewed'	must
	Page Numbers				be	entered i	n order for act	ivity to
	Number of Pages				ap	pear in co	rrect location	of
* Was	this peer-reviewed/refereed?	<b>•</b>			Ar	nnual Rep	ort.	
Peo Coll Hoe	ple at Skidmore First Name ege hn, Mary: mhoehn	Mid Nan	dle Last Name ne/Initial	Ø Or	ganization	Role Author o	If a student, what is his/her level?	]
Sele	ect the number of author/editor,	/translator rows to ac	ld: 1 💿 🕇 Add					
	ISBN/ISSN Number/Case #							
	Digital Object Identifier (DOI)							
	Audience of Circulation	•						
	Is this publicly available?	•						
If pu	blicly available, is this an open access citation?	•						
	Abstract/Synopsis							
	Web Address							
	Full-text of this item	No File Stored	Choose File					
Note: A	t least one date must be entere	d and be between Ju	ne 1 – May 31 of the reporti	ing year in order for	this activity to appea	ar in your Annual S	ummary Report.	
	Expected Date of Submission	<b></b>	,		At least o	ne date m	ust he entero	4
	Date Submitted	•	,		and be be	etween Ju	1 = May 21	of
	Date Accepted	<b></b>	,		reporting	year in o	rder for activit	y to
	Date Published		<b></b>	,	appear in	Annual F	leport.	

# **Other Research Activity Screen**

Luit Other Rese	arch Activity		Cancel	🗎 Save	H+ Save + Add Another
e "Required Fields for An y are applicable to you)	nual Summary of Activition and you want them inclu	es Report" section in the ded in your Annual Sumr	Faculty User Guide to learn mary Report.	which fields on th	nis screen should be comple
Title/Type D	of Activity scription Status	▼			
<b>bllaborators</b> ease select a person froi / default, your name will fferent name. You can a e up/down arrows. Plea ames in the fields provid	n the drop-down list and appear as the first collat dd additional collaborato se note that Skidmore st ed.	l/or enter their name in t borator. You do not need ors by selecting the appro udents and non-Skidmor	the input fields. I to enter your name in the l opriate number of collabora re faculty will not appear in t	blank fields unless tor rows to add, a the drop-down list	s you collaborated under a ind then change the order u t and you will have to enter
ollaborators lease select a person froi y default, your name will ifferent name. You can a le up/down arrows. Plea ames in the fields provid Ist Collaborator	n the drop-down list and appear as the first collal dd additional collaborato se note that Skidmore st ed.	l/or enter their name in t borator. You do not need ors by selecting the appro udents and non-Skidmor	the input fields. I to enter your name in the l opriate number of collabora re faculty will not appear in f	olank fields unless tor rows to add, a the drop-down list	s you collaborated under a ind then change the order u t and you will have to enter
ollaborators lease select a person from y default, your name will fferent name. You can a le up/down arrows. Plea ames in the fields provid Ist Collaborator People at Skidmore College Hoehn, Mary: mhoehn	n the drop-down list and appear as the first collal dd additional collaborato se note that Skidmore st ed. First Name	l/or enter their name in t borator. You do not need ors by selecting the appro udents and non-Skidmor Middle Last Name/Initial	the input fields. I to enter your name in the l opriate number of collabora re faculty will not appear in t t Name Org	plank fields unless tor rows to add, a the drop-down list anization	s you collaborated under a ind then change the order u t and you will have to enter If a student, what is his/her level?

year in order for this activity to appear in your Annual Summary Report.

Start Date	<b></b> , <b></b> ,	At least one date <b><u>must</u></b> be entered
End Date	· · · · · · · · · · · · · · · · · · ·	and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

#### Department / College Service Screen

< Edit Department/College	Cancel	💾 Save	🛱 Save + Add Another
See "Required Fields for Annual Summary of Activities Report" secti completed (if they are applicable to you) and you want them include	on in the Faculty User Guide to learr d in your Annual Summary Report.	n which fields on th	nis screen should be
Scope of Service		"Scope of	Service" <u>must</u> be
Type of Service	•	entered in	order for activity to
Explanation of "Other"		uppeur m	initial Report.
Position/Role			
Name of Organization/Committee			
Responsibilities/Brief Description			
	17		
Note: For activities that are/were only on one day, leave the start da presently completed, specify the start date and leave the end date to reporting year in order for this activity to appear in your Annual Sur	te blank and specify the end date. F Iank. At least one date must be ente nmary Report.	or activities that ye ered and be betwe	ou started but have not yet en June 1 – May 31 of the
Start Date		At least on	e date <u>must</u> be entered
End Date	<b></b>	and be bety	ween June 1 – May 31 of
		to appear i	n Annual Report.

#### **Professional Service Screen**

#### < Edit Professional

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Position/Role	<b>•</b>
Explanation of "Other"	
Organization/Committee/Journal	
City, State and Country	· · · · · · · · · · · · · · · · · · ·
Responsibilities/Brief Description	
	//
Were you elected or appointed?	•
Audience	<b>•</b>
Served Ex-Officio?	<b>•</b>

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	•		,		
End Date	•		,		

At least one date  $\underline{must}$  be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

#### **Public Service Screen**

< Edit Public	Cancel	🗎 Save	🛱 Save + Add Another
l l l l l l l l l l l l l l l l l l l		L	

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Position/Role	<b>~</b>
Explanation of "Other"	
Organization/Committee	
City, State and Country	· · · · · · · · · · · · · · · · · · ·
Responsibilities/Brief Description	
	h
Audience	▼

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank. At least one date must be entered and be between June 1 – May 31 of the reporting year in order for this activity to appear in your Annual Summary Report.

Start Date	•	, j	
End Date	•	,	

At least one date  $\underline{must}$  be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

### Brief Reflection on Professional Achievement and Goals Screen

 Cancel
 Cancel
 Save
 Ave + Add Another

 Achievements and Goals
 Cancel
 Save
 Save + Add Another

See "Required Fields for Annual Summary of Activities Report" section in the Faculty User Guide to learn which fields on this screen should be completed (if they are applicable to you) and you want them included in your Annual Summary Report.

Note: Academic year must be same as reporting year in order for this activity to appear in your Annual Summary Report.

Academic Year	<b></b>	Academic year <b><u>must</u></b> be same as
Please describe what you believe to be your most important achievement this year.		reporting year in order for activity to appear in Annual Report.
What are two or three professional	<i>h</i>	
goals (in Teaching, Scholarship or Service) you have for the next academic year and beyond? How might the institution support these		
efforts?		