

Required Fields for Annual Summary of Activities Report

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below 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

Academic Year

▼ Department (1)

1st Department

Actions ▼

☰ Department

+ Add Row

Faculty/Staff Rank

Explanation of "Other"

Tenure Status

Is your appointment full-time or part-time?

Leave Status

Explanation of "Other"

Leave Start Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Leave End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Administrative Assignments Screen

Position/Role

Full Title of Position/Role

Scope

Responsibilities/Brief Description

B	<i>I</i>	<u>U</u>	x ²	x ₂	↺	↻	↗

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

Month	Day	Year
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End Date

Month	Day	Year
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At least one date **must** be entered and be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

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Awards and Honors Screen

Nominated or Received?

Award or Honor Name

Organization/Sponsor

Purpose*

“Purpose” **must** be entered in order for activity to appear in Annual Report.

Brief Description/Explanation

B	<i>I</i>	<u>U</u>	x ²	x ₂	↺	↻	↗

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Date

Month	Day	Year
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Consulting Screen

Consulting Type

Explanation of "Other"

Client/Organization

City, State and Country

City	State	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

Compensated or Pro Bono?*

"Compensated or Pro Bono" **must** be entered in order for activity to appear in Annual Report.

Brief Description

B *I* U x² x₂ ↺ ↻ ↗

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Month	Day	Year
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Course Releases Screen

Term and Year Course Release Was Taken

Term Year



“Term and Year” **must** be entered in order for activity to appear in Annual Report.

Term and Year must be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Number of Workload Credits Associated with Course Release

Type of Course Release

Based on Your Selection Above, Please Provide Additional Details Surrounding the Granting of Course Release*

B *I* U x² x₂ ↺ ↻ ↗

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Faculty Development Activities Attended Screen

Activity Type

Explanation of "Other"

Title

Sponsoring Organization

City, State and Country

City

State

Country

Brief Description

B *I* U x² x₂ ↺ ↻ ↗

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Start Date

Month Day Year

End Date

Month Day Year

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Licensures and Certifications Screen

Title of Licensure/Certification

Sponsoring Organization

Description

B	<i>I</i>	<u>U</u>	x ²	x ₂	↺	↻	↗

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Date Obtained

Month	Day	Year
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Expiration Date

Month	Day	Year
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

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Media Appearances and Interviews Screen

Media Type

Explanation of "Other"

Article/Segment Title

Program/Media Outlet Name

Web Address

Description

B	<i>I</i>	<u>U</u>	x ²	x ₂	↶	↷	↗

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Publication/Air Date

Month Day Year




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Librarianship Screen

Type

Description 

B	<i>I</i>	<u>U</u>	x ²	x ₂			

Start Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
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Academic Advising Screen

Term and Year

Term Year



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

Number of Students Advised as Primary Advisor

Number of Students Advised as Secondary Advisor

Comments

B	<i>I</i>	<u>U</u>	x ²	x ₂	↶	↷	↗

The data fields shown below indicate the information that will be pulled to populate your Annual Summary Report. The below fields should be completed if they are applicable to you and you want them included in your Annual Summary Report.

Directed Student Learning Screen

Term and Year

Term* Year*

“Term and Year” **must** be entered in order for activity to appear in Annual Report.

Course Name

Term and Year must be between June 1 – May 31 of reporting year in order for activity to appear in Annual Report.

Course Prefix and Number

Course Prefix Course Number

Section Number

Involvement Type

Student First Name

Student Last Name

Title of Student's Work

Stage of Completion

Comments

B *I* U x² x₂ ↺ ↻ ↗

Note: Some records have already been created for you. In those cases, these fields will be read-only.

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Non-Credit Instruction Taught Screen

Instruction Type

Explanation of "Other"

Sponsoring Organization

Number of Participants

Description

B	<i>I</i>	<u>U</u>	x ²	x ₂	↺	↻	↗

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End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Scheduled Teaching Screen

Term ^R Year ^R

Course Name ^R

Course Prefix and Course Number ^R

Course Prefix ^R Course Number ^R

Section Number ^R

Official Enrollment Number ^R

Student Credit Hours ^R

Faculty Workload Hours ^R

Course Level ^R

Delivery Mode ^R

Helios? ^R

Comments

B	<i>I</i>	<u>U</u>	x ²	x ₂	↺	↻	↗
<input type="text"/>							

Fields are pre-populated and read-only.

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Teaching Innovation and Curriculum Development Screen

Activity Type

Explanation of "Other"

Course or Program Name

Description of Activity

B	<i>I</i>	<u>U</u>	x²	x₂			

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

Month	Day	Year
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End Date

Month	Day	Year
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Contracts, Fellowships, Grants and Sponsored Research Screen

Type

Explanation of "Other"

Title

Agency/Sponsor

Current Status *

Amount

“Current Status” **must** be entered in order for activity to appear in Annual Report.

1st Applicant			Actions ▾
Applicant	Explanation of "Other Institution"	Applicant Type	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

1st Investigator				Actions ▾
People at Skidmore College	First Name	Middle Name/Initial	Last Name	
Hoehn, Mary (mhoehn)	Mary	<input type="text"/>	Hoehn	
If a student, what is his/her level?	Role	Explanation of "Other"	Institution	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Submission Deadline

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Start Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Exhibits and Performances Screen

Type of Work

Explanation of "Other"

Work/Exhibit Title

Name of Performing Group

Sponsoring Organization

Venue

City, State and Country

City

State

Country

Brief Description

B I U x² x₂   

1st Performer/Exhibitor				Actions ▾
People at Skidmore College	First Name	Middle Name/Initial	Last Name	
⋮ Hoehn, Mary (mhoehn)	Mary		Hoehn	
Role	If a student, what is his/her level?	Organization		

Start Date

Month Day Year

End Date

Month Day Year

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Intellectual Property Screen

Patent or Copyright

Patent Title

1st Inventor				Actions ▾
People at Skidmore College	First Name	Middle Name/Initial	Last Name	
⌵ Hoehn, Mary (mhoehn)	Mary		Hoehn	
Organization				

Date Submitted to College

Month Day Year
 ▾

Date of Patent Application

Month Day Year
 ▾

Date Patent Approved

Month Day Year
 ▾

Date Licensed

Month Day Year
 ▾

Renewal Date

Month Day Year
 ▾

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Presentations Screen

Presentation Title

Presentation Type

Explanation of "Other"

Conference/Meeting Name

Sponsoring Organization

City, State and Country

City

State

Country

1st Presenter/Author

Actions

People at Skidmore College

⋮ Hoehn, Mary (mhoehn)

First Name

Mary

Middle Name/Initial

Last Name

Hoehn

If a student, what is his/her level?

Role

Organization

Abstract/Synopsis

B *I* U x^2 x_2 ↺ ↻ ↗

Date

Month

Day

Year



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Publications Screen

Contribution Type

Current Status*

Title of Contribution

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work

Journal Name

Publisher/Proceedings Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

Volume

Issue Number/Edition

Page Numbers

Was this peer-reviewed/refereed?*

“Current Status” **must** be entered in order for activity to appear in Annual Report.

“Was This Peer-Reviewed” **must** be entered in order for activity to appear in correct location of Annual Report.

1st Author/Editor/Translator Actions ▼

People at Skidmore College	First Name	Middle Name/Initial	Last Name
⋮ Hoehn, Mary (mhoehn) ○	Mary		Hoehn
Organization ⓘ	Role*	If a student, what is his/her level?	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Web Address

Date Preparation Began
Month Day Year

Expected Date of Submission
Month Day Year

Date Submitted
Month Day Year

Date Accepted
Month Day Year

Date Published
Month Day Year

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Other Research Activity Screen

Title/Type of Activity

Description

B *I* U x^2 x_2 ↺ ↻ ↗

Status

1st Collaborator				Actions ▼
People at Skidmore College	First Name	Middle Name/Initial	Last Name	
⋮ Hoehn, Mary (mhoehn) Ⓞ	Mary		Hoehn	
Organization	If a student, what is his/her level?			

Start Date

Month Day Year
 ▼

End Date

Month Day Year
 ▼



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Department/College Service Screen

Scope of Service *



“Scope of Service” **must** be entered in order for activity to appear in Annual Report.

Type of Service

Explanation of "Other"

Position/Role

Name of Organization/Committee

Responsibilities/Brief Description

B	<i>I</i>	<u>U</u>	x ²	x ₂	↺	↻	↗

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Professional Service Screen

Position/Role

Explanation of "Other"

Organization/Committee/Journal

City, State and Country

City	State	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

Responsibilities/Brief Description

B <i>I</i> <u>U</u> x ² x ₂ ↺ ↻ ↗
<input type="text"/>

Start Date

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Public Service Screen

Position/Role

Explanation of "Other"

Organization/Committee

City, State and Country

City

State

Country

Responsibilities/Brief Description

B <i>I</i> <u>U</u> x^2 x_2 ↺ ↻ ↗

Start Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

End Date

Month	Day	Year
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Brief Reflection on Professional Achievements and Goals Screen

Academic Year

Academic year **must** be same as reporting year in order for activity to appear in Annual Report.

Please describe what you believe to be your most important achievements this year (including activities promoting diversity, equity, and inclusion in teaching, scholarship or service).

B I U x² x₂ ↺ ↻ ↵

What are two or three professional goals (including activities promoting diversity, equity, and inclusion in teaching, scholarship or service) you have for the next academic year and beyond? How might the institution support those efforts?

B I U x² x₂ ↺ ↻ ↵

Impact of COVID

Academic Year

Academic year **must** be same as reporting year in order for activity to appear in Annual Report.

Please reflect on the impact COVID-19 has had on your teaching (optional).

B I U x² x₂ ↺ ↻ ↵

Please reflect on the impact COVID-19 has had on your scholarship/research (optional).

B I U x² x₂ ↺ ↻ ↵

Please reflect on the impact COVID-19 has had on your service (optional).

B I U x² x₂ ↺ ↻ ↵
