<u>Required Fields for Annual Summary of Activities Report</u>

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
[ ] ▼	[ ]	[ ]

Leave End Date

Month	Day	Year
[ ] ▼	[ ]	[ ]

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 Assignments Screen

Position/Role

Full Title of Position/Role

Scope

Responsibilities/Brief Description

B	I	U	x²	x₂	↺	C	↗

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

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.

End Date

Month   Day   Year

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.

Awards and Honors Screen

Nominated or Received?

[dropdown]

Award or Honor Name

[text field]

Organization/Sponsor

[text field]

Purpose *

[dropdown] →→→ "Purpose" **must** be entered in order for activity to appear in Annual Report.

Brief Description/Explanation

| **B** | *I* | U | x² | x₂ | ↺ | C | ↗ |

[text area]

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.

Date

Month   **Day**   **Year**

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

Consulting Screen

Consulting Type

[▼]

Explanation of "Other"

[   ]

Client/Organization

[   ]

City, State and Country

City   **State**   **Country**

[   ]   [▼]   [▼]

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 | ↺ | C | ↗ |

[   ]

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

Month   **Day**   **Year**

[▼] [   ] [   ]

End Date   ➡️   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.

Month   **Day**   **Year**

[▼] [   ] [   ]

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.

Course Releases Screen

Term and Year Course Release Was Taken

Term   **Year**

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 | ↺ | C | ↗ |

"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.

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.

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 | ↺ | ↻ | ↗ |

[ ]

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

Month	Day	Year
[▼]	[ ]	[ ]

End Date ⟶ 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.

Month	Day	Year
[▼]	[ ]	[ ]

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.

Licensures and Certifications Screen

Title of Licensure/Certification

Sponsoring Organization

Description

| B | I | U | x² | X₂ | ↺ | C | ↗ |

Note: 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.

Date Obtained

Month   Day   Year

Expiration Date   ➡️   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.

Month   Day   Year

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.

Media Appearances and Interviews Screen

Media Type

[▼]

Explanation of "Other"

[   ]

Article/Segment Title

[   ]

Program/Media Outlet Name

[   ]

Web Address

[   ]

Description

| **B** | *I* | <u>U</u> | x² | x₂ | ↺ | C | ↗ |

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.

Publication/Air Date

Month   Day   Year

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

Librarianship Screen

Type

[▼]

Description ❓

| **B** | *I* | U | x² | x₂ | ↺ | C | ↗ |

[   ]

Start Date

Month   Day   Year

[▼] [   ] [   ]

End Date

Month   Day   Year

[▼] [   ] [   ]

→ 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.

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.

Academic Advising Screen

Term and Year

Term   **Year**

[dropdown ▼]   [   ]   ⟶   Date entered **must** be between
                                    June 1 – May 31 of reporting year
Number of Students Advised as Primary Advisor   in order for activity to appear in
                                    Annual Report.
[   ]

Number of Students Advised as Secondary Advisor

[   ]

Comments

B *I* U x² x₂ ↺ ↻ ⤢

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*

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

"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.

Course Name

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

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.

Non-Credit Instruction Taught Screen

Instruction Type

[▼]

Explanation of "Other"

[   ]

Sponsoring Organization

[   ]

Number of Participants

[   ]

Description

| B | I | U | x² | x₂ | ↺ | C | ↗ |

[   ]

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

Month   Day   Year
[▼]   [ ]   [   ]

End Date

Month   Day   Year
[▼]   [ ]   [   ]

→ 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.

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.

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]

Fields are pre-populated and read-only.

Comments

B   *I*   U   x²   x₂   ↺   ↻   ↗

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.

Teaching Innovation and Curriculum Development Screen

Activity Type

[▼]

Explanation of "Other"

[   ]

Course or Program Name

[   ]

Description of Activity

| **B** | *I* | U | x² | x₂ | ↺ | C | ↗ |

[   ]

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 |
| [▼] | [ ] | [ ] |

End Date

→ 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.

| Month | Day | Year |
| [▼] | [ ] | [ ] |

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.

Contracts, Fellowships, Grants and Sponsored Research Screen

Type
[▼]

Explanation of "Other"
[   ]

Title
[   ]

Agency/Sponsor
[   ]

Current Status *
[▼]   ⟶   "Current Status" **must** be entered in order for activity to appear in Annual Report.

Amount
[$]

1st Applicant			Actions ▼
Applicant	**Explanation of "Other Institution"**	**Applicant Type**	
[▼]	[ ]	[▼]	

1st Investigator			Actions ▼
People at Skidmore College	**First Name**	**Middle Name/Initial**	**Last Name**
Hoehn, Mary (mhoehn) ⊙	Mary		Hoehn
If a student, what is his/her level?	**Role**	**Explanation of "Other"**	**Institution**
[▼]	[▼]	[ ]	[▼]

Submission Deadline

Month   **Day**   **Year**
[▼] [   ] [   ]

Start Date   ⟶   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.

Month   **Day**   **Year**
[▼] [   ] [   ]

End Date

Month   **Day**   **Year**
[▼] [   ] [   ]

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.

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 | ↺ | C | ↗ |

[   ]

| 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**

[▼] [   ] [   ]

⟶   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.

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.

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   ⟶   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.

Month   Day   Year
[▼] [   ] [   ]

Date Licensed

Month   Day   Year
[▼] [   ] [   ]

Renewal Date

Month   Day   Year
[▼] [   ] [   ]

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.

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   **First Name**   **Middle Name/Initial**   **Last Name**

Hoehn, Mary (mhoehn)   Mary   Hoehn

If a student, what is his/her level?   **Role**   **Organization**

Abstract/Synopsis

B I U x² x₂ ↺ ↻ ↗

Date

Month   Day   Year

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

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?**	

Web Address

Date Preparation Began

Month   Day   Year

Expected Date of Submission

Month   Day   Year

Date Submitted

Month   Day   Year

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.

Date Accepted

Month   Day   Year

Date Published

Month   Day   Year

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.

Other Research Activity Screen

Title/Type of Activity

Description

| B | I | U | x² | x₂ | ↺ | C | ↗ |

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

→ 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.

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.

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* | <u>U</u> | x² | x₂ | ↺ | ↻ | ↗ |

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

Month   Day   Year
[▼] [ ] [   ]

End Date

→ 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.

Month   Day   Year
[▼] [ ] [   ]

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.

Professional Service Screen

Position/Role

Explanation of "Other"

Organization/Committee/Journal

City, State and Country

City	**State**	**Country**

Responsibilities/Brief Description

B   I   U   x²   x₂   ↺   ⟳   ↗

Start Date

Month	**Day**	**Year**

End Date

Month	**Day**	**Year**

→ 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.

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.

Public Service Screen

Position/Role

[▼]

Explanation of "Other"

[ ]

Organization/Committee

[ ]

City, State and Country

City   **State**   **Country**

[ ]   [▼]   [▼]

Responsibilities/Brief Description

| **B** | *I* | U̲ | x² | x₂ | ↺ | ↻ | ↗ |

[ ]

Start Date

Month   **Day**   **Year**

[▼] [ ] [ ]

End Date

Month   **Day**   **Year**

[▼] [ ] [ ]

→ 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.

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.

Brief Reflection on Professional Achievements and Goals Screen

Academic Year

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 | ↺ | ↻ | ↗ |

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

Impact of COVID

Academic Year

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 | ↺ | ↻ | ↗ |

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