Instructions: Use this form to guide the information you enter in FIS. It is not necessary to respond to every item.

I. INSTRUCTIONAL ACTIVITIES:

A. Scheduled teaching and syllabi
B. Student perceptions of teaching (SPOT)
C. Teaching innovation and curriculum development, including teaching grants
D. Statement of teaching philosophy and goals
E. Academic advising related to the instructional process
F. Directed student learning (dissertation, thesis, etc.)
G. Awards and honors related to teaching and the recognition of students
H. Non-credit instruction

II. SCHOLARLY, CREATIVE, AND PROFESSIONAL ACTIVITIES:

A. Refereed and non-refereed publications
B. Artistic and professional performances and exhibits (concerts, recitals, art shows, design displays, productions, etc.)
C. Presentations (papers read/presented, panel membership, critical commentary, etc.)
D. Funded and unfunded contracts, grants, and sponsored research
E. Media Contributions
F. Other intellectual contributions
G. Awards and honors related to scholarship, research, and creative activities

III. ADMINISTRATION AND SERVICE:

A. Institutional service (to the university [committees, senate, special assignments, etc.], to the college/school [committees, administrative tasks, etc.], and to the academic unit [supervision of TAs/TFs, if a reduction in teaching load])
B. Public service (to the external community)
C. Professional service to the discipline (editing/reviewing for a journal, chairing sessions at scholarly meetings, holding committee positions/offices in professional organizations)
D. Student advising not related to the instructional process (sponsorship of professional/pre-professional organizations, social fraternities, sororities, clubs, etc.)
E. Consulting (paid or pro bono)
F. Awards and honors related to service
G. Faculty development activities attended

IV. PROFESSIONAL CREDENTIALS:

A. Degrees earned
B. Renowned teachers
C. Licensures and certifications