

The University of Tennessee Institute of Agriculture  
**FACULTY ANNUAL REPORTING FORM**

Name: \_\_\_\_\_ Title/Rank: \_\_\_\_\_ Department: \_\_\_\_\_

Annual Performance Period: From \_\_\_\_\_ To \_\_\_\_\_

**A. SUMMARY AND IMPACTS.** *Provide an overall summary (500 words or less) of your accomplishments during the reporting period<sup>1</sup>. Then list up to three significant impacts of your program. Impact statements should be one to three sentences and should be written in a way that would be meaningful to the public.*

**1. Summary.**

**2. Impacts.**

**B. PROJECTS AND PROGRAMS (EXTENSION, RESEARCH AND TEACHING).** *As applicable, list title, names of participants (PIs, Leaders, Co-PIs, Co-leaders, Collaborators etc.), project number, sponsor, your role (leader/co-leader/collaborator) and your percent effort on the project as stated in the project description or document.*

**C. INSTRUCTION, TEACHING AND EXTENSION EDUCATION.** *Detail credit and non-credit instruction and teaching activities.*

**1. College credit instruction.** *List courses in which you were an instructor or guest lecturer during the current calendar year. Include special topics, independent study and internship courses. Provide course number and title, your involvement, semester(s), credit hours and number of students. Please append a summary of teaching evaluations (student and/or peer) if this information is available.*

Course number and title <i>Insert rows as needed.</i>	Involvement (total, coordinator, team, guest)	Semester	Credit hours	Number of students

**2. Formal continuing education (certification programs, seminar series, in-service training, field days, faculty and/or staff training, journal club, etc.).** *Provide descriptive title of activity, your involvement, number of participants or students involved, number and duration of each session.*

Descriptive title including dates <i>Insert rows as needed.</i>	Involvement (total, coordinator, team, guest)	Number of students or participants	Number of sessions	Duration of each session (hours)

<sup>1</sup>*Reporting period is the last three years.*

**3. Extension presentations and workshops.** *Indicate title, type, and scope of presentation; number of times presented; attendance estimates. Include evidence of effectiveness (e.g. evaluation summaries) where applicable. (Copy this section, C3, to Creative Achievements Report)*

Title/Type of presentation/Scope (county, multi-county, state regional, national, etc.). <i>Insert rows as needed.</i>	Number of times presented	Total attendees

**4. Public addresses to lay audiences (TV/radio presentations, service groups, etc.).** *Indicate title, type, scope of presentation; number of times presented; attendance estimates. Include evidence of effectiveness (e.g. evaluation summaries) where applicable. (Copy this section, C4, to Creative Achievements Report)*

Title/Type of presentation/Scope (county, multi-county, state regional, national, etc.). <i>Insert rows as needed.</i>	Number of times presented	Total attendees

**5. Presentations at professional meetings, without published abstracts.** *List presenter, co-authors (if any), title, date and name of meeting (list scientific oral or poster presentations having published abstracts or proceedings at D5). (Copy this section, C5, to Creative Achievements Report)*

**6. Student mentoring.** *Fill in the boxes to indicate number of students in each category.*

Level of students	No. of students advised	No. of active graduate committees on which you served as:	
		Major professor	Committee member
Undergraduate			
Masters	not applicable		
Doctorate	not applicable		

**7. Student or commodity club activities (e.g. club advisor, team competitions, honor or professional societies, etc.).** *List the club or group; your role in working with the club or group; and the activities, honors or awards received by this group under your mentorship.*

**8. Other instructional and teaching activities.**

**D. PUBLICATIONS.** *List only publications that were published during the annual reporting period (for #8, submitted during reporting period). Format citations as typical and appropriate for outlet. If a co-author(s) is a student or was*

*working under your direct supervision, place an asterisk after that person's name. (Copy this section, D1-7, to Creative Achievements Report)*

- 1. Refereed articles and refereed reviews appearing in peer-reviewed professional journals.**
  - 2. Book chapters or books.**
  - 3. Bulletins, reports, circulars, pamphlets, fact sheets.**
  - 4. Popular press, trade, UTIA magazine or newsletter articles.**
  - 5. Abstracts from scientific or discipline meetings, papers from conference proceedings, etc.** *Please note invited papers or abstracts by putting "invited" in parenthesis after each.*
  - 6. Theses/Dissertations completed this year by students that you directed.**
  - 7. Other publications.**
  - 8. Articles submitted during the reporting period that are in review, in press or rejected.** *Please do not list articles in preparation.*
- E. FUNDING.** *Format each entry as a citation, include as applicable: investigators (with percent effort shown on grant or contract document), title, source/agency.*
- 1. Grant and contract proposals submitted but not awarded during this reporting period.** *Indicate date of submission and status (still pending, rejected).*
  - 2. Grants and contracts awarded during this reporting period.** *List inclusive period of support (start and end dates) and total amount of award. Do not list grants that you know will begin during the next reporting period.*
  - 3. Grants and contracts awarded in past years that continued into this reporting period.** *List inclusive period of support (start and end dates) and total amount of award.*
  - 4. Gifts.** *List recipients, donor, items or amount donated and dollar equivalent received during the reporting period.*
  - 5. Grant reports submitted.** *List authors, title, to whom submitted, date submitted.*
  - 6. Other (e.g. sales, royalties).**
- F. OTHER CREATIVE ACTIVITIES.** *(Copy this section, F, to Creative Achievements Report)*

**1. Technological advances (e.g. intellectual property disclosures, patents, and copyrights; nonpatented products or processes; genetic lines or varieties; commercial methodologies or procedures).**

**2. Computer software (e.g. instructional or research software, CD ROMs).**

**3. Educational tools.**

**4. Internet activities not reported elsewhere on this form.**

**5. Other creative products and activities.**

**G. SERVICE. List client outreach activities (both public and private sectors) and professional service.**

**1. Client service.**

**a. Commodity or discipline group service activities. List committees, offices held or other roles.**

**b. Clinical and diagnostic services. List type of service provided and client(s).**

**c. Service to individual producers, businesses, or corporations as a specialist, consultant or expert advisor (whether paid or unpaid). List your one-on-one service activities with this group of clients.**

**d. Other (e.g. Ag Day activities, Varsity Visit, judging, presentations at clubs and K-12 schools).**

**2. Professional service (for professional colleagues).**

**a. Within the university.**

**I. Committee work. Briefly describe your involvement during the reporting period.**

**i. University.**

**ii. UTIA.**

**iii. Department.**

**II. Other (e.g. technical assistance to colleagues, peer reviews, mentoring of junior faculty, hosting visiting scientists).**

**b. Outside the university (e.g. committee work/offices in professional or public organizations or societies, editorship, editorial boards, review of manuscripts (indicate outlet) and project proposals (indicate agency), meetings organized, member of grant review panel or study section, moderator, etc.).**

**H. PROFESSIONAL DEVELOPMENT (meetings, workshops, classes, trips, etc.). List the event or activity, sponsor, duration of event and your role.**

**I. PERSONNEL SUPERVISION.** *List the postdoctoral fellows, research associates, research assistants, technicians, extension associates, extension assistants, graduate assistants, undergraduate students, clerical personnel or others that you supervised during the year.*

Classification	FTE's per semester		
	Spring	Summer	Fall
Postdoctoral fellows			
Research associates, assistants, technicians			
Extension associates, assistants			
Graduate students, assistants			
Undergraduate students			
Clerical personnel			
Other			

**J. HONORS AND AWARDS.** *List honors and awards received during reporting period, including the name of the organization presenting the award.*