Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Progress and Productivity Report**

**University of Maryland, School of Nursing**

**Directions:** Please complete this form, supplying the requested information for the current fiscal year (July 1 – June 30). Instead of referring to the page on your CV in which the relevant information is contained, **please copy and paste** the information below the relevant item. This should be easier both for you and your chairs who often need this information to prepare reports. **Make sure, however, that you copy and paste only that information relevant to the period between July 1 and June 30**. *As an example, list the references only for those articles published or accepted for publication during the current fiscal year.*

For community service activities such as memberships on boards of directors, include only those on which you served during this time interval. If your CV does not contain some of this information, please type it in under the appropriate item since data involving community service and the economic benefits of the school of nursing to the state of Maryland is becoming increasingly important to the school’s viability.

If you expect to participate in activity relevant to the items in this report between April 13th and June 30th, you may include this information but you must supply the department chair with supporting documentation (e.g., letters of acceptance for presentations).

**Note: Where you are requested to provide a number in response to a question, please enter a number and provide the requested documentation from your CV**.

**Name:**

**Title/Rank:**

**Department:**

1. On how many competitive and externally funded research or other grants/contracts did you serve as a principal investigator or project director?

* Manage Activities
* Scholarship/Research
* Contracts, Fellowships, Grants and Sponsored Research
* Add New Item
* Must select ‘Funded’ from the ‘Current Status’ dropdown box
* Must select ‘Principal’ or ‘Co-Principal’ from the ‘Role’ dropdown box

1. How many books, edited, authored or co-authored by you were published this year?

* Manage Activities
* Scholarship/Research
* Publications
* Add New Item
* ‘Contribution Type’ must be set to ‘Book’
* ‘Current Status’ must be set to ‘Published’
* ‘Role’ must be set to ‘Author’ or ‘Editor’

1. How many refereed works (such as journal articles, chapters in books, etc.) authored or co-authored by you were published by commercial or non-commercial organizations?

* Manage Activities
* Scholarship/Research
* Publications
* Add New Item
* ‘Current Status’ dropdown should be set to ‘Published’
* Select ‘Yes’ for ‘Was this peer-reviewed/refereed?’ dropdown
* ‘Role’ must be set to ‘Author’

1. How many non-refereed works (such as newspaper and magazine articles, book reviews, etc.) authored or co-authored by you were published by commercial or non-commercial organizations?

* Manage Activities
* Scholarship/Research
* Publications
* Add New Item
* ‘Current Status’ dropdown should be set to ‘Published’
* Select ‘No’ for ‘Was this peer-reviewed/refereed?’ dropdown
* ‘Role’ must be set to ‘Author’

1. In how many creative activities did you have a significant role? (e.g. development of original works such as multimedia projects or software.)

* Manage Activities
* Scholarship/Research
* Publications
* Add New Item
* ‘Contribution Type’ must be set to ‘Software’ or ‘Web Based Contribution’
* ‘Current Status’ must be set to ‘Published’
* ‘Role’ must be set to ‘Author’

OR

* Manage Activities
* General Information
* Media Appearances and Interviews
* Add New Item

OR

* Manage Activities
* Teaching
* Teaching Innovation and Curriculum Development
* Add New Item
* ‘Affiliated with another UMB school or UMS institution?’ must be set to ‘No’

1. How many presentations did you make at professional meetings?

* Manage Activities
* Scholarship/Research
* Presentations
* Add New Item

1. On how many off-campus peer review panels and accreditation and/or certification teams did you serve?

* Manage Activities
* Service
* Professional
* Add New Item
* Select ‘Panel/Accreditation/Certification Team Member’ or ‘Grant Reviewer/Referee’ in the ‘Position/Role’ dropdown

1. How many manuscripts did you read/review for professional journals, conferences and presses?

* Manage Activities
* Service
* Professional
* Add New Item
* Select ‘Manuscript Reviewer/Referee’ in the ‘Role’ dropdown

1. On how many professional journals did you serve as editor, area or associate editor or as a member of their editorial board?

* Manage Activities
* Service
* Professional
* Add New Item
* Select ‘Editor’, ‘Editorial Review Board Member’, or ‘Associate Editor’ in the ‘Position/Role’ dropdown

1. In how many professional associations did you participate or hold office?

* Manage Activities
* Service
* Professional
* Add New Item
* Select ‘Officer’, ‘President’, ‘Vice President’, ‘Secretary’, ‘Treasurer’, ‘Board of Advisors’, ‘Board of Directors’, ‘Program Coordinator’, ‘Chairperson’, ‘Committee Chair’, ‘Committee Member’, ‘Attendee, Meeting, or ‘Other’ in the ‘Position/Role’ dropdown

1. On how many departmental, school, campus and System committees did you serve?

* Manage Activities
* Service
* University
* Add New Item

1. For how many undergraduate students registered do you currently serve as advisor?

Automatically tabulated

13. For how many masters students registered do you serve as advisor?

Automatically tabulated

14. For how many doctoral students registered do you serve as advisor?

Automatically tabulated

15. How many days did you spend in public service with K-12 schools and community colleges? (Unpaid as well as paid professional services)

* Manage Activities
* Service
* Public
* Add New Item
* Select appropriate scope in ‘Audience’ dropdown
* Fill in number of days

16. How many days did you spend in public service with government agencies? (Unpaid as well as paid professional services.)

* Manage Activities
* Service
* Public
* Add New Item
* Select appropriate scope in ‘Audience’ dropdown
* Fill in number of days

17. How many days did you spend in public service with non-profit organizations? (Unpaid as well as paid professional services.)

* Manage Activities
* Service
* Public
* Add New Item
* Select appropriate scope in ‘Audience’ dropdown
* Fill in number of days

18. How many days did you spend in public service with businesses? (Unpaid as well as paid professional services.)

* Manage Activities
* Service
* Public
* Add New Item
* Select appropriate scope in ‘Audience’ dropdown
* Fill in number of days

19. Are you collaborating with someone affiliated with another UMB school or UMS institution in team teaching, or preparing course material or curriculum that will directly affect what is taught?

* Manage Activities
* Teaching
* Teaching Innovation and Curriculum Development
* Add New Item
* Identify collaborator if applicable
* Select ‘Yes’ from the ‘Affiliated with another UMB school or UMS institution?’ dropdown

20. Are you collaborating with someone affiliated with another UMB school or UMS institution other than your own in scholarly effort that could lead to a presentation or publication?

* Manage Activities
* Scholarship/Research
* Research Activity
* Add New Item
* Select ‘Yes’ from the ‘Affiliated with another UMB school or UMS institution?’ dropdown

21. For how many courses were you responsible in which students not present at your site received all instruction through interactive video or computer technology?

Automatically tabulated

22. What is your current certification information? Please identify certifying body and date of expiration for certification.

* Manage Activities
* General Information
* Licensures and Certifications
* Add New Item

23. What Honors or Awards did you receive?

* Manage Activities
* General Information
* Awards and Honors
* Add New Item

24. What international activities did you participate in that were affiliated with the School of Nursing? (e.g., travel abroad, hosting foreign visitors, presentation to an international audience.)

* Manage Activities
* General Information
* Faculty Development Activities Attended
* Add New Item
* Fill in details as appropriate and check the ‘International Activity’ box

OR

* Manage Activities
* Scholarship/Research
* Presentations
* Add New Item
* Fill in details as appropriate and check the ‘International Activity’ box