Activity Reports

Below you will find information that should help you complete your Activity Report.

I. Frequently Asked Questions (particularly helpful for those who are new to the UW Colleges)

II. Friendly Advice

III. Notes for IAS

IV. Annotated Activity Report

I. Frequently Asked Questions

What exactly is an Activity Report?

The Activity Report is a form you will fill out each year to explain to your colleagues what you have accomplished in your professional life in that year.

What is the purpose of an Activity Report?

The primary purpose of an Activity Report is for determining merit. Each year faculty receive from a committee of their peers a rank of Unsatisfactory, Meritorious, Highly Meritorious, or Exceptionally Meritorious which is tied to a graded pay increase. Instructional Academic Staff ranks are Unsatisfactory, Satisfactory, or Meritorious but these ranks are not directly tied to pay increases.

As to unofficial purposes, some instructors use the Activity Report as a yearly chance to reflect on their work, even updating their CV at the same time. Some instructors update their Activity Reports regularly during the year, which can help them keep on top of current projects, course innovations, or committee contributions.

Who should complete an Activity Report?

Anyone who teaches in the UW Colleges, one course or more, must complete an Activity Report for that year.

Do instructors need to submit an Activity Report if they don't teach every semester?

Yes. If you have taught one course in the last calendar year, you need to submit an Activity Report.

When is the Activity Report due?

The Activity Report is due each year by January 4th.

How do instructors submit an Activity Report?

Every other year, the responsibility for determining merit rotates between the department and the campus, departments in even years and campus in odd. Departments and campuses handle this differently and you should receive instructions via e-mail each year. Typically, you should expect to send a copy of your Activity Report to your Department Chair and someone on your campus every year. On our campus, this is the Executive Assistant to the Campus Dean, Roseann Stenstrup. Again, you should receive instructions but always ask if you are unsure to whom the Report should be submitted.

Who reads the Activity Report?

In both cases, departments and campuses have a committee which reads the Activity Reports. Each year the Committee reads two years' worth of Activity Reports for every instructor.

II. Friendly Advice

Each year that you complete an Activity Report, **think of both audiences—your department and your campus**. Consider briefly explaining work related to your discipline as every other year your Activity Report will be read by a committee comprised of individuals from various disciplines. The reverse is also true; if you teach for the dual enrollment program, consider briefly explaining that on your Activity Report so that in years when your materials are read by a department committee comprised of members from across the 13 two-year campuses, they understand who you are and what you do for UW-Marinette.

Within each section, the order in which you place information is not dictated by Senate policy. Some members of the department choose to put information in chronological order and others place more important information first. However, be aware that if you place information chronologically, you may not be sending as strong a signal to your readers as to what you view as most important, time-consuming, etc.

The **Merit review process** can be a difficult process for committees and potentially very difficult for all of us as we receive our rankings. Should you have any questions or concerns about your merit ranking, the **appropriate person with whom to speak is the Department Chair** (in department merit years) or the Campus Committee Chair (in campus merit years). I am always happy to help try to explain the merit process, however.

III. Notes for IAS

Although **Professional Development** is exceptionally difficult for hard-working IAS who often juggle multiple work commitments or whose course load is very heavy, many of you still routinely engage in professional development activities. Your department and campus do want to hear about them! In your Activity Report, include that poem/short story/article which has been submitted or published, a conference presentation you made, a teacher training or conference you attended, or a professional society of which you are a member in the appropriate section (IIA). Also remember that Activity Reports can serve as an individual and collective record of your contributions to the institution and your discipline. Thorough, detailed activity reports give you a record which you can use when you apply for promotion, tenure-track positions, administrative positions, etc. Detailed reports also help tenure-track faculty serving on campus and department merit committees to fully understand the contributions IAS make to the departments and their campuses.

Service is not required of IAS, but we know that many of you serve your campus and department in essential ways. If you have non-instructional duties, include those as well.

Should you be interested in a rank **promotion** during your time in the UW Colleges, there is a process to apply for that promotion. Guidelines for following that process vary from department to department. Contact your department chair and/or ask me for a copy of UW Colleges Senate Policy IP#322, available via Public Folders, if you would like to begin this process.

IV. Annotated Activity Report

University of Wisconsin Colleges
Activity Report

Name

Campus(es)
% Time Each Campus

Release Time [% and semester(s)]
Purpose of Release Time

Calendar Year_____(includes Spring, Summer, and Fall Semester)

Principal Discipline_____Rank_____

Other Disciplines Taught (if any)

jennifer.flatt 8/6/09 9:07 AM
Comment: A full-time IAS is considered an 80% appointment because no duties beyond teaching are required. Part-time IAS appointment percent can be found on contracts sent to you before employment or by contacting Roseann Stenstrup or me.

jennifer.flatt 8/6/09 9:07 AM
Comment: For the vast majority of IAS, this portion will be blank.

jennifer.flatt 8/6/09 9:08 AM
Comment: Associate Lecturer, Lecturer, or Senior Lecturer Check your contract and/or your campus e-mail properties.

A full presentation of activities and accomplishments should be made for proper evaluation. Faculty members must report their activities following the outline provided. Instructional academic staff members must report instructional and professional activities – section I. Sections II, III, IV, and V are optional. In the reporting of activities, enough detail should be provided to convey the quality as well as the nature of the activity.

I. Instructional Activities
Revised by the Senate, October 28, 2005

A. Courses Taught (in chronological order by semester)

	Course Number (UWC Catalog)	Type of Instruction*	Number of Contact Hours	Number of Students**
Winterim				
Spring Semester				
Summer				
Fall Semester				

jennifer.flatt 5/26/09 9:23 AM
Comment: **"Course Number"** means the catalog number such as ENG 102, ENG 250, etc. The specific PRISM number for your course section is not needed.

jennifer.flatt 5/26/09 9:46 AM
Comment: This number can be found in PRISM and should reflect the number of students enrolled on the 10th day of class.

*Lecture = L; Lecture-Discussion = L-D; Laboratory = LAB; Quiz = Q.
**Number of students as of 10th day of classes

B. Description of Teaching Emphases and Innovations (Course revisions, new methods, cross-disciplinary courses, assessment activities, etc.)

- Be sure to include a brief description of your level of participation in **assessment activities** at the institutional and departmental level. (Note that instructors with an appointment of 40% or more are required to participate in institutional assessment activities.)
- This Senate Document asks you for both emphases and innovations. Remember that in any merit year, the committee (whether campus or department) will have two years' Activity Reports in front of them, so exact repetition of emphases used in your classes may not be necessary. You may also wish in some way to highlight new innovations in your classes, perhaps by placing that information first within this section. Innovations may take the form of new course preps or simply the inclusion of a revised/new assignment, class activity, etc.

C. Outreach and Extension (Credit and non-credit)

II. Professional Activities

A. Professional Development. (Research, degrees earned, courses taken, papers delivered, publications, professional society membership and participation, performances and exhibitions, proposals and grants, etc.)

B. Professional Service (Consultation, refereeing and reviewing, speeches, etc.)

- Section IIB: "**Professional Service**" is an often underutilized category. Keep in mind that such work as textbook reviews, consultations, and some community or internal (UW-Colleges) speeches may be appropriately placed here rather than under professional development if they are indications that you are sharing your professional expertise with another audience.

III. University Service

jennifer.flatt 8/6/09 9:09 AM

Comment: Again, service is not required of IAS; however, many of you do engage in such activities. Be sure to list them! If you are a part of the Dual Enrollment program, you may wish to list your service activities below under "other" since they show you are professionally engaged but they are not related to the University System.

A. All University

- "All University" means work that encompasses the entire UW System, four-year and two-year institutions.

B. UW Colleges

- The "UW Colleges" section is for service you do that extends beyond one campus or your department.

C. Campus

- Campus Service often takes the form of committees, but can extend to include those times you volunteer to do something to help your campus function more smoothly—aiding with orientation or a Parents' Night, organizing a campus poetry read, etc. Department Service usually takes the form of committee service.

D. Department

IV. Discipline-Related Public Service and Outreach

V. Other (Attach any other relevant information you wish considered.)

- With respect to the section marked **Other** and the opportunity to "**attach any other relevant information you wish considered**," department and campus committees vary considerably as to what they would like (or not like) to see. You may wish to consult members of the department and campus colleagues for more specific guidance, but since committees change from merit cycle to merit cycle it is difficult to say with precision what should or should not be included/attached here.