**University of Alaska Fairbanks**

# COMPREHENSIVE ACTIVITIES REPORT

## *Instructions: R*espond to each section of this Activities Report as completely as possible.

## If you are undergoing promotion review only, please provide career information and highlight the activities accomplished since your last promotion.

## If you are undergoing review for tenure, or tenure/promotion, please provide career information and highlight the activities accomplished since initial hire.

## If you have any questions, please consult with your dean or director, or contact the Office of the Provost.

**1. Personal Information**

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| --- | --- | --- |
| Name  | Academic Title | Department/Division |
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**2. Workload Summary**

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| --- | --- | --- | --- |
| Year | Teaching (%) | Research (%) | **\***Service (%) |
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**\*** Include management under service.

**3. Teaching**

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| Table 3.1: Instructional Activities |
| Semester | Course Name, Number & Title | Credits | Contact Hours(Lecture & lab,i.e. 3&0) | Students # of | Type**1** | Shared **2** |
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**1**Classroom, studio, laboratory, distance delivery, undergraduate/graduate seminars, new course preparation, independent studies, non-credit educational activities, extension instructional activities, major revision of an older course, and other activities related to curriculum development.

**2** Name(s) of instructors if course is team-taught.

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| **Table 3.2: Graduate Committee Chair:** A) Supervision of Thesis, Research/Creative Projects; B) Students with No Thesis or Project |
| Student Name | Duration | Degree Sought | Student Status**1** |
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**1**Active, inactive or graduated (if graduated, indicate date year degree was awarded).

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| Table 3.3: Student Advising – Graduate and/or Undergraduate |
| Year | Type**1** | Number of Students |
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**1**Member of graduate committee, individual advising of graduate students, assigned undergraduate advisees, unassigned undergraduate advisees.

**4. Research, Scholarly and other Creative Activities**

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| Table 4.1: Publications **List only those publications that appeared in print during the time covered in this review.**  |
| Year Published | Citation **1** | Type **2** | Review **3** |
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**1**Clearly reference entry on C.V. or give proper citation if publication is not listed on C.V.

**2** a) Published (i) articles and (ii) technical papers.

b) Published books, monographs, case, book chapter, book review, conference proceeding.

c) Completed reports, technical manuals, guides, pamphlets, etc., (e.g., specify if in-house or distributed by some agency other than UAF).

d) Published abstracts, including publisher, title, and author(s).

e) Published reviews, with the complete reference.

f) Other scholarly publications such as magazine or newspaper articles.

**3** e.g. Peer-reviewed, reviewed by editor or board of editors, reviewed by conference committee, reviewed by conference session chair, or other (specify).

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| **Table 4.2: Publications IN PRESS** List those publications for which all editorial work is complete; awaiting scheduled publication. |
| Citation 1 | Type 2 | Review 3 |
|  |  |  |

1 Clearly reference entry on C.V. or give proper citation if publication is not listed on C.V..

2 a) Published (i) articles and (ii) technical papers.

b) Published books, monographs, case, book chapter, book review, conference proceeding.

c) Completed reports, technical manuals, guides, pamphlets, etc., (e.g., specify if in-house or distributed by some agency other than UAF).

d) Published abstracts, including publisher, title, and author(s).

e) Published reviews, with the complete reference.

f) Other scholarly publications such as magazine or newspaper articles.

3 e.g. Peer-reviewed, reviewed by editor or board of editors, reviewed by conference committee, reviewed by conference session chair, or other (specify).

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| **Table 4.3: Professional, Creative Activities** List activities such as performance, exhibits, presentations, audio/video recordings, computer programs, musical compositions, poems, concert performances, etc. |
| Date | Nature of Activity/Title | Participating Individual(s) | Level of Activity 1 |
|  |  |  |  |

1 International, national, regional, or local.

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| **Table 4.4: Sponsored Projects/Commissions** |
| Date Granted & Duration | Names 1 | PI/Co-PI? | Project Title | Grant Sponsor | Grant Amount |
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1 Include names of all the investigators.

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| Table 4.5: Other Scholarly Work Either in tabular or narrative form, describe scholarly work in progress. This will include, but is not limited to: proposals pending, proposals in preparation, proposals submitted and denied during review period, manuscripts at all stages up to IN PRESS, unfunded projects/activity. |
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| Table 4.6: Conference/Meeting Participation |
| Date | Conference Name | Type of Presentation/Activity**1** | Title of Presentation |
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**1** Poster session, round-table, etc.

**5. Public, University, and Professional Service**

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| **Table 5.1: Public Service1** |
| Activity | Duration | Your Role |
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**1** Public service: in organized, non-remunerative, educational and consultative activities which devolve from a unit member’s professional expertise and further the interests or prestige of the University.

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| **Table 5.2: University Service1** |
| Activity | Duration | Your role |
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**1** University service: as department head, program director, or governance officer; service on administrative and governance committees; service on collective bargaining unit committees or elected office; and other tasks as deemed necessary by the University.

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| **Table 5.3: Professional Service 1** |
| Activity | Duration | Your Role |
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**1** Professional service: on grant, journal, or accreditation review boards, or as an ad hoc reviewer, in the unit member’s area of expertise; as an officer in a professional society; organizing and/or chairing conferences, symposia, seminars, etc.; teaching short courses, seminars, etc. that are not regular academic courses; editing journals, books, special volumes of papers, etc.

**6. Professional Development.**

Describe/list activities that contributed to your professional development e.g. continued formal education, workshops, conferences, and fellowships - and indicate how they contributed to your development.

**7. Honors and Awards.**

List any honors and awards received, including the year in which you received them.