This document maps the COS Faculty Activity Report sections to the activity types in the Elements EFAR system. Follow these guidelines in order to produce a draft FAR. Be sure to enter a date for each activity.

To access the COS FAR in Elements, click on the Help button at the upper right of the screen, then click on “Run a College of Science annual Faculty Activity Report”.

Name:
Department:
Academic Rank:

I. Teaching and Advising Effectiveness

A. Chronological list of courses taught during the reporting period

Courses taught at Virginia Tech are imported into Elements from the registrar’s teaching database at the end of each semester. You can review them and add additional information about the course by adding a manual record. Note that SPOT scores cannot be entered into Elements, but will be imported from the SPOT system when the report is generated.

B. Chronological list of non-credit courses, workshops, guest lectures, and other related outreach and extension teaching during the reporting period

Teaching>Other teaching
Indicate guest lectures in the title field.

C. Supervision of undergraduate research projects and honors theses

Teaching>Undergraduate student supervision
Be sure to enter your supervisory role. Only students for whom you serve as committee chair or committee co-chair will appear in this section.

D. Other significant involvement in undergraduate mentorship, including academic advising

Teaching>Student advising

Teaching>Undergraduate student supervision
Be sure to enter your supervisory role. Students for whom you serve as a committee member will appear in this section.

E. Supervision of theses, dissertations, other graduate degree projects

Teaching>Graduate student supervision
Be sure to enter your supervisory role. Only students for whom you serve as committee chair or committee co-chair will appear in this section.

F. Other significant involvement in graduate mentorship, including academic advising

Teaching>Graduate student supervision
Be sure to enter your supervisory role. Students for whom you serve as a committee member will appear in this section.

G. Course, curriculum, and program development

Teaching>Course developed
Teaching>Program/curriculum developed

H. Demonstrated efforts to improve one’s teaching effectiveness

Professional activities>Professional development activity
Be sure to indicate “teaching and advising” under “scope”

I. Postdoctoral fellow training

Teaching>Postdoctoral associate supervision

J. Recognition and awards for teaching or advising

Professional activities>Awards and recognition
Be sure to indicate “teaching and advising” under “scope”

II. Research and Creative Activities

A. List of contributions

For activities to appear in this section of the report, enter them in the Elements Publication module and be sure indicate the appropriate status (published, accepted, submitted), relationship type (author or editor) and a date.

1. Research books or monographs authored or edited

Publications > Book > type of book=scholarly book

2. Textbooks authored or edited

Publications > Book > type of book=textbook

3. Book chapters and reviews

Publications > Book chapter or section > Subtype=chapter
Publications > Refereed journal article > Subtype=review
4. Papers in print and in press in refereed journals (both print and electronic)

Publications > Refereed journal article > Subtype=article
Be sure that status = published or accepted and include a publication or acceptance date.

5. Papers in refereed conference proceedings

Publications > Conference paper or presentation > Type of presentation or publication=Publication|paper
and Peer reviewed = Yes, full paper

6. Other papers and reports

Publications > Refereed journal article > Subtype=letter, editorial, addendum, erratum, rapid communication
Publications > Journal article > Subtype<>review
Publications > Report
Publications > Other

7. Work submitted and under review

Publications > any type > Status=submitted

8. Research presentations at conferences and other academic settings
   a. Keynote or plenary:

Publications > Conference paper or presentation > Type of presentation or publication=Presentation|keynote or plenary

   b. Invited talks:

Publications > Presentation (not at a conference) > Invited is checked
Publications > Conference paper or presentation > Type of presentation or publication=Presentation|paper and Invited is checked

   c. Talks by refereed submission:

Publications > Conference paper or presentation > Type of presentation or publication=Presentation|paper and Peer reviewed=Yes, full paper or Yes, abstract only

   d. Contributed talks:

Publications > Conference paper or presentation > Type of presentation or publication=Presentation|paper and Peer reviewed=No

   e. Posters:
Publication > Poster

9. Database submissions

Publications > Datasets

10. Intellectual properties
   a. Software:

Publications > Software/code
   b. Patents

Publications>Patent
   c. Disclosures (pre-patent)

Publications>Disclosure

11. Digital Scholarship

Publications > Internet publication

B. Sponsored research and other grant awards

Funded grants managed by Virginia Tech’s Office of Sponsored Programs are imported into the system on a monthly basis. You can add additional information by adding a manual record.

1. External funding

Grants>External funding

2. Internal funding

Grants>Internal funding

C. Grants submitted and pending or not funded

Grants>Proposals > Status=pending or declined

D. Economic contributions and entrepreneurship
   1. Start-up business

Professional activities>Business start-up
   2. Commercialization of discoveries
3. Other

E. Awards, prizes, and recognitions

Professional activities > Award, Honor, or Recognition

Be sure to enter Purpose of recognition=Research and creative activities.

III. Professional Service and Outreach Activities

A. Professional service accomplishments

1. Editorships

Professional activity > Editorial/curatorial

Be sure to enter type of publication and role. Role=editor/curator or co-editor/co-curator will appear in this section.

2. Editorial boards and associate editorships

Professional activity > Editorial/curatorial

Be sure to enter type of publication and role. Role=associate or guest editor/curator or editorial/curatorial board member will appear in this section.

3. Review or refereeing of manuscripts

Professional Activity>Manuscript reviewing/refereeing

4. Review of grant proposals

Professional activity > Grant Proposal Review

5. Service as an officer of an academic or professional association

Professional Activity > Office held and institutional scope=professional

6. Professional meetings, panels, workshops, etc. led or organized

Professional Activity > Event administration and participant scope=professional

7. Other service to one’s profession or field

Professional Activity > Committee service and institutional scope=professional
8. Membership in professional societies

9. Recognition and awards for professional service

B. Additional outreach and extension activities
   1. Efforts to diversify the disciplines
   2. Professional achievements in outreach program development, implementation, and evidence of impact

3. Outreach publications

4. Presentations in area of expertise to community and civic organizations

5. Outreach to underrepresented or underserved communities

6. Service on external boards, commissions, and advisory committees

7. Expert witness/testimony

8. Consulting
Professional activities>Consulting/advisory

9. Media interviews

Professional activities>Interviews

10. Other outreach or public service activities

Professional activities>Other professional activity and Institutional scope=public

11. Recognition and awards for outreach and extension

Professional activities > Award, Honor, or Recognition > Purpose of recognition=Outreach and extension

IV. University Service

A. Department service, including administrative responsibilities

Professional Activity > Committee service or Administrative assignment or Service to colleagues and Institutional scope=department

B. College and university service

Professional Activity > Committee service or Administrative assignment or Service to colleagues and Institutional scope=university or college

C. University meetings, panels, workshops, etc. led or organized

Professional Activity > Event administration > Institutional scope=university or college or department

D. Involvement in student co-curricular activities

Professional Activity > Service to students

E. Service that promotes diversity and inclusion

Enter any type of professional activity and add a label under VT Strategic Initiatives for Diversity and inclusion

F. Recognition and awards for university service

Professional activities > Award, Honor, or Recognition > Purpose of recognition=Service and Organizational scope=university, college, or department

V. Other pertinent activities

A. Professional development activities
Professional activities>Professional development activity

B. Evidence of impact

Record of impact

C. Comment as needed on any course in section I.A. above.

Not currently captured in Elements. Please enter this information manually after you generate the report.

D. Goals for the coming year

Not currently captured in Elements. Please enter this information manually after you generate the report.

VI. Attach summary printout of SPOT scores