# Faculty Activity Reporting Reference Guide

Teaching Screens

Prepared by
The Office of Institutional Research
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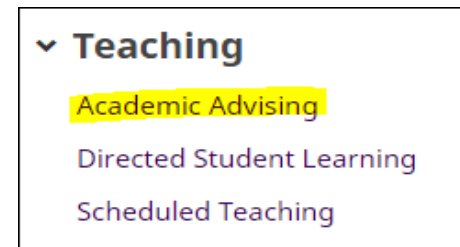
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| Type of Information AND Digital Measures Screen Name | Source of Data |
| --- | --- |
| **TEACHING** | |
| <u>Academic Advising Screen</u> | Faculty Input |

Faculty may record basic information on the "Academic Advising" screen such as the number of students advised and the number of hours spent advising. Advising activities may also be further described under "SFA Service". Note that for the College of Forestry & Agriculture, additional fields may be visible that are not available to other college faculty.

1. *From the Manage Activities screen, click the Academic Advising link.*



2. Click **Add a New Item**.

| Type of Information AND Digital Measures Screen Name |
| :--- |
| TEACHING |

## Academic Advising Screen - Continued

3. Complete the applicable fields for each appropriate academic year.

   Note: Do not skip a field unless it does not apply to you.

   Note: Use the drop-down menus where available.

4. Click **Save And Add Another** to add all previous academic advising information relevant to your current position.

   If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Academic Advising main page, your data will appear in a list at the bottom of the section.

   *Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.*

6. *When you have finished entering and double-checking your advising information, click Return to Main Menu to return to the Manage Activities screen.*

< **Edit Academic Advising**

* Academic Year [ ▼ ]

Number of Master of Science students for which you serve as Major Professor [        ]

Number of your Master of Science students who have a degree plan on file [        ]

Number of PhD students for which you serve as Major Professor [        ]

Number of your PhD students who have a degree plan on file [        ]

Number of graduate committees (MS and PhD) on which you serve in addition to the students for which you are the major professor [        ]

| Type of Information AND Digital Measures Screen Name | Source of Data |
|---|---|
| **TEACHING** | |
| <u>Directed Student Learning Screen</u> | Faculty Input |

Entries should include information about individualized instruction such as independent study, dissertation chair/member, doctoral advisor, or supervised research.

1. *From the Manage Activities screen, click the Directed Student Learning link.*

> ∨ **Teaching**
>
> Academic Advising        Teaching-related Professional Development
>
> Directed Student Learning     Strategies and Innovations
>
> Scheduled Teaching

2. Click **Add a New Item**.

> ‹ **Directed Student Learning**         **+ Add New Item**

## Type of Information AND Digital Measures Screen Name

### TEACHING

### Directed Student Learning Screen - Continued

3. Complete the applicable fields for each appropriate activity.

   Note: Do not skip a field unless it does not apply to you.

   Note: Use the drop-down menus where available.
   Note: Be sure to include all dates.  For current activities,
   do not enter an end date.

4. Click **Save And Add Another** to add all previous directed student learning information relevant to your current position.

   If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Directed Student Learning main page, your data will appear in a list at the bottom of the section.

   *Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.*

6. *When you have finished entering and double-checking your activity information, click Return to Main Menu to return to the Manage Activities screen.*

## Type of Information AND Digital Measures Screen Name

### TEACHING

<u>Directed Student Learning Screen - Continued</u>

Common directed student involvement types include:

1. Directed Individual/Independent Study
2. Dissertation Committee Chair/Member
3. Doctoral Advisory Committee Chair/Member
4. Internship Advisor
5. Master's Thesis Committee Chair/Member
6. Postdoctoral Research Supervision
7. Supervised Research
8. Undergraduate Honors Thesis

Example Directed Student Learning

1. Supervision and monitoring of student teachers
2. Conducting independent study courses
3. Supervision of graduate comprehensive exams
4. Development and monitoring of Honors Program contracts
5. Serving on Master's Thesis Committee

Inappropriate/Questionable Directed Student Learning

1. Supervision of field trip for students - may be included under External Connections & Partnerships.

2. Teaching colleagues course - may be included under Non-Credit Instruction Taught.

3. Supervision of student club fund-raising activities - may be included under SFA Service.

4. Guest faculty at peer institution - may be included under Non-Credit Instruction Taught.

5. Writing letters of recommendation - Not appropriate for faculty activity record.

| Type of Information AND Digital Measures Screen Name | Source of Data |
|---|---|
| TEACHING | |

| | |
|---|---|
| <u>Non-Credit Instruction Taught Screen</u> | Faculty Input |

Faculty should provide entries that describe SFA student experiences that are not captured in the other categories.

1. *From the Manage Activities screen, click the Non-Credit Instruction Taught link.*



2. Click **Add a New Item**.

## Type of Information AND Digital Measures Screen Name

### TEACHING

**Non-Credit Instruction Taught Screen - Continued**

3. Complete the applicable fields for each appropriate instruction activity.

   Note: Do not skip a field unless it does not apply to you.

   Note: Use the drop-down menus where available.

   Note: Be sure to include all dates.  For current activities, do not enter an end date.

4. Click **Save And Add Another** to add all previous activities relevant to your current position.

   If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Non-Credit Instruction Taught main page, your data will appear in a list at the bottom of the section.

   *Note: you may edit information after you have saved it by clicking on the Item.  An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.*

6. *When you have finished entering and double-checking your activities, click Return to Main Menu to return to the Manage Activities screen.*

‹ **Edit Non-Credit Instruction Taught**          Cancel

* Instruction Type _____ ▼

Explanation of "Other" _____

* Audience _____ ▼

Sponsoring Organization _____

* Number of Participants _____

* Academic or Professional? _____ ▼

* Description _____

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For presently completed, specify the start date and leave the end date blank.

* Start Date _____ ▼ ___ , ___

End Date _____ ▼ ___ , ___

## Type of Information AND Digital Measures Screen Name

### TEACHING

<u>Non-Credit Instruction Taught Screen - Continued</u>

Common non-credit instruction types include:

1. Certification
2. Continuing Education
3. Faculty Internship
4. Guest Lecture
5. Review Course
6. Seminar
7. Workshop

**Example Non-Credit Instruction Taught**

1. Teaching seminar in Texas CPM Program
2. Teaching in SFA Summer Camps
3. Guest lectures
4. Providing instruction outside of regular course environment
5. Teaching Continuing Education course

**Questionable Non-Credit Instruction Taught**

1. Supervision of student internships - may be included under Directed Student Learning
2. Providing instruction to non-SFA constituents - may be included under External Connections & Partnerships or Professional/Public Service
3. Workshop with high school students - may be included under External Connections & Partnerships or Professional/Public Service

| Type of Information AND Digital Measures Screen Name | Source of Data |
|---|---|
| **TEACHING** | |
| <u>Scheduled Teaching Screen</u> | Data upload |

All courses taught will be automatically entered on the Scheduled Teaching screen through nightly uploads from Banner.  Unrestricted fields may be edited by users.

> ⌄ **Teaching**
>
> Academic Advising                                      Scheduled Teaching
>
> Directed Student Learning                         Teaching-related Professional Development
>
> Non-Credit Instruction Taught                  Strategies and Innovations

NOTE:  The Enrollment field reflects enrollment at census date and includes all grade categories including withdrawn, withheld, passing, and audit grades. Therefore, this number may not equal the total of the grade fields.

| Type of Information AND Digital Measures Screen Name | Source of Data |
|---|---|
| TEACHING | |
| <u>Teaching-Related Professional Development Screen</u> | Faculty Input |

Faculty may provide entries that describe professional development activities **<u>directly related to teaching</u>**.  Activities included here should enhance instruction related skills.  In contrast, activities added to the Professional Development Not Related to Teaching screen will address non-teaching development.

1. *From the Manage Activities screen, click the Teaching-related Professional Development link.*



2. Click **Add a New Item**.

| Type of Information AND Digital Measures Screen Name |
|---|
| TEACHING |

### Teaching-Related Professional Development Screen - Continued

3. Complete the applicable fields for each appropriate development activity.

    Note: Do not skip a field unless it does not apply to you.

    Note: Use the drop-down menus where available.

    Note: Be sure to include all dates.  For current activities, do not enter an end date.

4. Click **Save And Add Another** to add all previous activities relevant to your current position.

    If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Teaching-Related Professional Development main page, your data will appear in a list at the bottom of the section.

    *Note: you may edit information after you have saved it by clicking on the Item.  An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.*

6. *When you have finished entering and double-checking your activities, click Return to Main Menu to return to the Manage Activities screen.*

‹ **Edit Teaching-related Professional Development**     Cancel     H Save

* Activity Type     [                                    ▼]

Explanation of "Other"     [                                    ]

* Title     [                                    ]

Sponsoring Organization     [                                    ]

City     [                                    ]

State     [                                    ]

Country     [                                    ]

Number of Continuing Education or Effort Hours     [                    ]

* Description (30 Words or Less)     [                                    ]

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you st presently completed, specify the start date and leave the end date blank.

* Start Date     [          ▼]   [        ]  ,  [        ]

End Date     [          ▼]   [        ]  ,  [        ]

NOTE:  2013-14 and earlier records with the Activity Type 'Teaching Excellence Center' were changed to 'Other' to accommodate the new 'Center for Teaching and Learning' Activity Type.

## Type of Information AND Digital Measures Screen Name

### TEACHING

### Teaching-Related Professional Development Screen - Continued

Common teaching-related professional development activities include:

1. Center for Teaching and Learning - Faculty Learning Community
2. Center for Teaching and Learning - Individual Consultation
3. Center for Teaching and Learning - Seminar, Event, or Other Activity
4. Center for Teaching and Learning - Teaching Circles
5. Center for Teaching and Learning - Workshop or Workshop Series
6. Conference Attendance (excluding conferences at which the faculty member presented, which may be included under Presentations.)
7. Continuing Education Program
8. Faculty Fellowship
9. Faculty Intership
10. Self-Study Program
11. Seminar
12. Tutorial
13. Webinar
14. Workshop
15. Other

**Example Teaching-Related Professional Development**

1. Conference Attendance
2. Workshops
3. Enrolling in Continuing education course

**Inappropriate/Questionable Teaching-Related Professional Development**

1. Activities included here should enhance instruction related skills.  In contrast, activities added to the Faculty Development Activities Attended screen will address non-teaching development.
2. Paid Faculty Development Leave
3. Course enhancements and teaching innovations

| Type of Information AND Digital Measures Screen Name | Source of Data |
|---|---|
| **TEACHING** | |
| <u>Strategies and Innovations Screen</u> | Faculty Input |

Faculty should provide entries that describe teaching strategies and innovations.  Please note that development of program/ course curriculum should be included on the Curriculum Development Screen.

1. *From the Manage Activities screen, click the Strategies and Innovations link.*

> **∨ Teaching**
>
> Directed Student Learning          Teaching-related Professional Development
>
> Scheduled Teaching          Strategies and Innovations

2. Click **Add a New Item**.

> **< Strategies and Innovations**      **+ Add New Item**

## Type of Information AND Digital Measures Screen Name

### TEACHING

Strategies and Innovations Screen - Continued

3. Complete the applicable fields for each appropriate instruction activity.

   Note: Do not skip a field unless it does not apply to you.

   Note: Use the drop-down menus where available.

   Note: Be sure to include all dates.  For current activities, do not enter an end date.

4. Click **Save And Add Another** to add all previous activities relevant to your current position.

   If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Strategies and Innovations main page, your data will appear in a list at the bottom of the section.

   *Note: you may edit information after you have saved it by clicking on the Item.  An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.*

6. *When you have finished entering and double-checking your activities, click Return to Main Menu to return to the Manage Activities screen.*

**< Edit Strategies and Innovations**                        Cancel

* Strategy or Innovation Title

* Contribution Type

Explanation of "Other"

* College

* Department

Course Subject-Number/Program Name

Course Subject/Program Level

* Description (300 characters or less)

* Implementation Date

## Type of Information AND Digital Measures Screen Name

### TEACHING

### Strategies and Innovations Screen - Continued

Common strategies and innovations include:

1. Course Enhancement
2. New Teaching Strategy

Example Strategies and Innovations

1. Course curriculum revision
2. Flipped classroom implementation
3. Integration of new technology into course assignments

Inappropriate/Questionable Strategies and Innovations

1. New Course Development - may be included under Curriculum Development

2. New Program Curriculum Development - may be included under Curriculum Development

3. Teaching Innovations Conference Attendance- may be included under Teaching-related Professional Development