

**Faculty Workload Summary**

**Period:**  Summer 2020 – Spring 2021

|  |  |  |
| --- | --- | --- |
| **Name** | **Academic rank** | **Other appointments** |
|  |  |  |

1. **Highlights of reporting period**

In section 1, summarize the highlights of your accomplishments in research, education, and professional service last year. Also summarize your activities that are directed toward mentoring and diversity. Please write as as bullet items with a brief description for each. Please limit to 1 page.

**1.1 Research highlights**

**1.2 Educational highlights**

**1.3 Professional service highlights**

**1.4 Mentoring activities**

**1.5 Diversity activities**

**2. Educational activities**

**2.1 Innovations**

Briefly describe in narrative or bullet format the educational innovations that you made to your courses in this period (for instance, instructional technology, teaching methods, syllabus revisions, projects, case studies, and laboratories).

**2.2 Courses Taught**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course number and name** | **Term** | **Credits** | **# students enrolled** | **Hours/week of TA support** |
|  |  |  |  |  |

**3. Student Mentoring**

**3.1 Ph.D. students supervised**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Major professor** | **Co-advisor (if applicable)** | **Research area/Degree program/Department** | **Source of financial support1** | **Expected graduation date2** |
|  |  |  |  |  |  |

1Indicate for the academic year whether the student was self-supported or supported on a grant, contract, fellowship, employer funds, start-up package, or teaching assistantship. For extramural funding, indicate the specific source (e.g., NSF or XYZ Corporation).

2Indicate employer if the student has graduated.

**3.2 M.S. students supervised**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Major professor** | **Co-advisor (if applicable)** | **Capstone or thesis?** | **Research area/Degree program/Department** | **Source of financial support1** | **Expected graduation date2** |
|  |  |  |  |  |  |  |

**3.3 Undergraduate students supervised**

|  |  |  |
| --- | --- | --- |
| **Name** | **Student Major** | **Project title** |
|  |  |  |

**3.4 Postdocs supervised**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Research Area** | **Source of financial support1** |
|  |  |  |  |

**4. Publications**

**List the full bibliographic citation for items in each section.**

As appropriate, each entry should include authors, title, volume, page numbers, date, conference title, and conference location. For publications that have not yet appeared in print, indicate the publication’s status during the last year (submitted, accepted, submitted and accepted, and so forth).

**4.1 Books**

|  |
| --- |
| **Published** |
| **Submitted** |

**4.2 Sections or chapters in books, monographs, or similar volumes**

|  |
| --- |
| **Published** |
| **Submitted** |

**4.3 Archival journal papers critically reviewed by peers before publication**

|  |
| --- |
| **Published** |
| **Submitted** |

**4.4 Papers in symposium or conference proceedings critically reviewed by peers before publication**

|  |
| --- |
| **Published** |
| **Submitted** |

**4.5 Other papers or abstracts in symposium or conference proceedings**

|  |
| --- |
| **Published** |
| **Submitted** |

**4.6 Patents**

|  |
| --- |
| **Issued** |
| **Disclosed** |

**4.7 Reports**

|  |
| --- |
| **Published** |
| **Submitted** |

**5. Funding and Proposals**

**5.1 Continuing grants and contracts**

Add or delete table rows as needed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project title** | **Name of PI** | **Name(s) of co-PIs** | **Sponsor** | **Total project amount** | **Amount allocated for your work** | **Start date** | **End date** |
|  |  |  |  |  |  |  |  |

**5.2 Proposals submitted**

Add or delete table rows as needed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project title** | **Name of PI** | **Name(s) of co-PIs** | **Sponsor** | **Total project amount** | **Amount allocated for your work** | **Proposed duration** | **Status (pending, declined, awarded)** |
|  |  |  |  |  |  |  |  |

**5.3 Salary support through extramural grants and contracts**

|  |  |
| --- | --- |
| **Number of months of summer salary support** |  |
| **Percentage of academic year salary buyout** (do not include salary savings) |  |

**6. Professional activities**

**6.1 Service**

Add or delete table rows as needed.

|  |  |
| --- | --- |
| **Unit** | **Description of role and service** |
|  |  |

**6.2 Mentoring**

Add or delete table rows as needed.

|  |  |
| --- | --- |
| **Whom do you mentor, or who is your mentor?** | **Description of mentoring activities** |
|  |  |

**6.3 Presentations and seminars**

Add or delete table rows as needed.

List presentations given last year, other than at the conferences in Section 4, including panel discussions, poster sessions, workshops, and seminars at universities and companies.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of presentation** | **Presenter’s name** | **Conference or workshop title** | **Location** | **Date** |
|  |  |  |  |  |

**6.4 Editorial roles for publications, and organizational activities for professional meetings**

Add or delete table rows as needed.

|  |  |
| --- | --- |
| **Name of journal or professional organization** | **Description of role and activity** |
|  |  |
|  |  |

**6.5 Awards, prizes, and honors received this period**

|  |  |
| --- | --- |
| **Name** | **Description/Commendation** |
|  |  |

* 1. **Professional societies in which you have Fellowship member grade**
  2. **h-index (from Web of Science and Google Scholar) and i10-Index**

**6.8 Review activities**

Add or delete table rows as needed.

|  |  |
| --- | --- |
| **Name of journal, funding agency, or organization requesting review** | **Approximate number of papers/proposals reviewed** |
|  |  |

**6.9 Conference leadership activities**

Add or delete table rows as needed.

|  |  |
| --- | --- |
| **Name of conference and organization** | **Description of duties** |
|  |  |

**6.10 Diversity, recruiting, and outreach activities**

Describe in narrative or bullet format the activities that you have been involved in that increase the diversity of students in the department, recruit new undergraduate or graduate students, or engage pre-college students in engineering.

**7. External activities with companies**

**7.1 Consulting**

Add or delete table rows as needed.

|  |  |  |
| --- | --- | --- |
| **Name of organization for which you consulted** | **Nature of consulting activity** | **Number of hours of effort** |
|
|  |  |  |

**7.2 Involvement in a company**

Add or delete table rows as needed.

|  |  |
| --- | --- |
| **Name of company** | **Description of role** |
|  |  |

**8. Goals for Upcoming Year –**

Describe in bullet format the goals that you’ve set for yourself for the next academic year in the areas of research, education, professional service, and diversity.

**Research:**

**Education:**

**Professional Service:**

**Diversity:**