1. Teaching and Advising
Instructional Activity reports are available [here](bannerweb.wpi.edu) under Faculty Services. You can add to it during the year rather than waiting to add all your information as the due date nears (typically January 31st).

(1.a) Courses & laboratories taught; IQPs, MQPs, Sufficiencies, ISPs and ISGs advised and/or co-advised; theses, dissertations and directed research advised and/or co-advised; academic advising (not reported on the Instructional Activity report)

(1.b) Teaching performed for WPI above normal department responsibilities, such as in Professional and Continuing Education, ADLN or summer teaching (college or pre-college levels.)

(1.c) Teaching recognition and awards

2. Curricular Development

(2.a) Improvements to courses and laboratories

(2.b) Development of courses and laboratories

(2.c) Outcomes assessment and/or accreditation preparation

(2.d) Other Activities

3. Scholarship, Professional Activities, Research Recognition and Awards
Add any information you desire on any or all of the categories. For publications and presentations, please indicate publication, author(s), title, date, pp. etc. Please note any professional publications or presentations co-authored with WPI students.

(3.a) Refereed journal articles published or in press

(3.b) Books or book chapters published or in press

(3.c) Conference papers published or in press

(3.d) Presentations (specify conference, professional, etc.)
(3.e) Creative works (Specify published, performed, etc.)

(3.f) Performances (specify type)

(3.g) Reviews (specify of what)

(3.h) Professional development

(3.i) Consulting

(3.j) Outreach to K-12 programs

(3.k) Other scholarly activities

(3.l) Research recognition and awards

4. Sponsored Research/Scholarship
All types of financially supported research, including philanthropic, should be included. Reports of Sponsored Research (through OSP) are available here. A response to the first question below (4.a) is necessary only if you wish to include additional information or updates to the information on the Sponsored Research report.

(4.a) Proposals submitted and Grants/contracts received (not reported on the Sponsored Research report)

(4.b) Philanthropic research

(4.c) Patents

5. Service

(5.a) Service to departments and programs

(5.b) Service to the Institute

(5.c) Service to your profession including to societies (committees, positions held, grant review panels etc.)

(5.d) Service to the community

(5.e) Contributions to campus diversity and pluralism

(5.f) Recognition and awards

(5.g) Other service, including campus non-academic and civic
6. Administrative Leadership Service to WPI

Only those faculty holding Head, Associate Headships, Program Directorships, etc. should complete this section

6.a) Key strategic initiatives (academic and/or financial)

6.b) Efforts or activities in promoting WPI's peer reputation

6.c) Contributions to student enrollment growth and retention

6.d) Contributions to faculty growth and retention

6.e) Proposals for, and approvals of, new department course offerings or degree programs

6.f) Other

7. Supplementary Questions

7.a) Any other contributions to improving WPI's stature and reputation

7.b) Any other categories or accomplishments you would like to describe

7.c) Suggestions for improvement of the programs, the university and this reporting process

7.d) Please share your most significant accomplishments for calendar year 2010. This short paragraph (1500 character limit) may include significant aspects from any of your teaching, scholarship, funded research, innovations in curricular development, etc.

Goals

As a member of the faculty, professional development is a key component of advancing one's academic career. For the upcoming academic year, indicate in a brief statement particular strategic professional goals (2-3) that you have set for yourself, how you propose to accomplish each goal, including challenges and opportunities, and your metrics to demonstrate success. You are encouraged to discuss your strategic professional goals with your department head throughout the year and review progress toward achieving them as part of your annual review.

Next year's goals