Faculty Report of Professional Activities

**Information is compiled for the Department’s Annual Report**

 **July 1, 2015 – June 30, 2016.**

Name:

**I. Publications**

Types:

**1)**  **Journal Articles:** Article title, Author, Journal title, Volume, Vol #, page range(s), date(s), comments.

**2)** **Book Chapters:** Must specify if it’s a "Chapter in an Edited Volume" and include: Chapter title, Title of book, Author, Publisher, Volume, Vol #, page range(s), date(s), comments.

**3)** **Conference Proceedings:** Title of paper/talk, Conference title, Author/preparer, Publisher, Volume, Vol #, Dates, comments.

**4) Book Review:** Must specify if it’s a "Textbook Review", Featured in\_\_\_\_\_, Author, Journal title, Vol #, page range(s), date(s), comments.

**5) Book Authored:** Title of book, Author(s)/editor(s), Publisher, Volume, Vol #, page range(s), date(s), comments.

**6)**  **Edited Book:** Must select from two types: Edited archival document or Edited Anthology (If Edited Anthology is selected, must select from these two types: Anthology of Collected Stories or Anthology of Collected Academic Studies), Title of book, Author(s)/editor(s), Publisher, Volume, Vol #, page range(s), date(s), comments.

**7)**  **Edited Volume:** Must select from these types: Own Research or Colleague Research or Document from an Archive or Manuscript (if Manuscript is selected you must select: Medieval or Modern and if this from “Collected stories" or "Academic Studies" or "Series", Title of book, Author(s)/editor(s), Publisher, Volume, Vol #, page range(s), date(s), comments.

**8)** **Anthology:** Must select if it is a "Critical Anthology" or "Edited Anthology" also must select from these two types: Anthology of Collected Stories or Anthology of Collected Academic Studies, Title of Anthology, Author, Publisher, Volume, Vol #, page range(s), date(s), comments.

**9)** **Textbook:** must specify if it is an "Edited Textbook" which is a series of chapters that have a common purpose/theme/topic, Title of book, Author(s)/editor(s), Publisher, Volume, Vol #, page range(s), date(s), comments.

**10)** **Monograph:** Topic title, Author/preparer, Publisher, Volume, Vol #, Dates, comments.

**11)** **Translation:** Translation title, Author/preparer, Publisher, Volume, Vol #, Dates, comments.

**12)** **Re-print:** Republication of a former article, no points awarded.

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| Type - #of publication | Format: Please choose from categories above, MUST include information specified | Status: 1. Published2. Accepted but not yet published3. Accepted with revisions in progress4. Submitted for publication5. In progress not submitted |
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**II. Creative Works**

Types:

1. **Novel:** Title, Author/Editor, Publisher, Volume, Vol #, page range(s), date(s), comments.
2. **Short Stories:** Title, Author/Editor, Publisher, Volume, Vol #, page range(s), date(s), comments.
3. **Collection/Anthology:** Title, Author/Editor, Publisher, Volume, Vol #, page range(s), date(s), comments.
4. **Chapbook (Short Anthology**): Title, Author/Editor, Publisher, Volume, Vol #, page range(s), date(s), comments.
5. **Poetry:** Title, Author/Editor, Publisher, Volume, Vol #, page range(s), date(s), comments.
6. **Book of poems:** Title, Author/Editor, Publisher, Volume, Vol #, page range(s), date(s), comments.
7. **Chapbook Poetry:** Title, Author/Editor, Publisher, Volume, Vol #, page range(s), date(s), comments.
8. **Poem in a journal or anthology:** Must select if it is a "Critical Anthology" or "Edited Anthology" also it must select from these two types: Anthology of Collected Stories or Anthology of Collected Academic Studies, Title of Anthology, Author, Publisher, Volume, Vol #, page range(s), date(s), comments.
9. **Performance:** Must select "Reading Poetry" or "Stage Performance" or "Other", Performer Title, Event location, Hosting Organization/sponsor, City, State, Country, Exhibitor name, date(s), comments.

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| Type - #of creative work | Format: Please choose from categories above, MUST include information specified | Status: 1. Published2. Accepted but not yet published3. Accepted with revisions in progress4. Submitted for publication5. In progress not submitted |
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**III. Presentations**

Types:

1. **Invited Talk:** Must include title of paper/talk, Conference title, Hosting Organization/sponsor, Event location, City, State, Country, date(s), Must select if: presenter, respondent, session organizer, panel organizer, comments.
2. **Oral Presentation at a Conference:** Must include title of paper/talk, Conference title, Hosting Organization/sponsor, Event location, City, State, Country, date(s), Must select if: presenter, respondent, session organizer, panel organizer, comments.

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| Type - #of presentation | Format: Please choose from categories above, MUST include information specified | Honorarium received? Yes or no |
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**IV. Grants, Fellowships, Scholarships**

Types:

1. **Grant:** Title, Project title, Project description, Amount awarded, date submitted, date received.
2. **Fellowship:** Title, Project title, Project description, Amount awarded, date submitted, date received.
3. **Scholarship:** Title, Project title, Project description, Amount awarded, date submitted, date received.

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| Type #of funding | Format: Please choose from categories above, MUST include information specified | Purpose:1. Research 2. Travel3. Teaching4. Equipment5. Other |
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**V. Honors/Awards**

Types:

1. **Honor:** Title, Project title, Project description, Amount awarded, date submitted, date received or nomination only.
2. **Award:** Title, Project title, Project description, Amount awarded, date submitted, date received or nomination only.

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| Type #of funding | Format: Please choose from categories above, MUST include information specified | Purpose:1. Research 2. Travel3. Teaching4. Equipment5. Other |
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**VI. Service**

Types:

1. **Service to University:** Defined as Committee Work Appointed by University Oficials, Special Assignment, Administrative, Organizer/Co-organizer of Major Conference
2. **Service to the Profession:** Service to the Profession: This can include any type of journal, book manuscript, or grant reviewing for the field at large (editorial press board, etc.). Also service to committees and organizations (MLA, NEH, NEA, NSF, etc.) that govern or approve grants for the field at large. These are very important appointments for the outside visibility of the department, as well as for the department to remain abreast of trends in the field; the field depends on this type of service.
3. **Service to College:** Defined as Committee Work appointed by College Dean, Mentoring (Classroom visitation/evaluation), Tenure/Promotion Guidance
4. **Service to Department:** Defined as Committee Work appointed by Chair, Committee adhoc
5. **Service to Community:** Defined as recruitment (community outreach) representing department or university, interviews (interviewer or interviewee, must provide details)

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| Type - #of service | Format: Must include Position title, Name of organization, dates (***month & year***), local, national or international service | Description of duties |
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| **Common Titles/Positions** |
| Reader of Journal articles |
| Reader of Abstracts |
| Board member |
| Committee Member |
| Committee Chair |
| Committee Director |
| President  |
| Vice President  |
| Chair  |
| Secretary  |
| Editor of Journals |
| Executive |
| Director |
| Faculty Mentor |
| Coordinator |
| Co-Coordinator |
| Event Organizer |
| Event Co-Organizer |
| Associate Chair |
| Advisor |
| Interviewer |
| Presenter |
| Supervisor |
| Tenure Consultant |
| Session Moderator |
| Assessment Coordinator |
| Grant Proposals reader |
| Volunteer Interpreter |
| Faculty Undergraduate Advisor |
| Program Director |
| Textbook evaluator |

**VII. Teaching**

Types:

1. **Lecture**
2. **Seminar**
3. **Topics**
4. **Writing**
5. **Enhanced Teaching**
6. **Director of:**
7. **Reader of:**
8. **Chair of:**

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| Type - #of course | **Semester/****year** | Format: Course number & Course title. For types 6,7,8 must include:***student’s name and completion or in progress date(s)*** | Please enter types 6, 7, 8:1. Undergraduate Independent Study SPAN 497
2. Graduate Independent Study SPAN 551
3. Departmental Honors student SPAN 498(Research)
4. Departmental Honors student SPAN 499(Essay Writing)
5. Completed Master Thesis
6. Completed PhD Dissertation
7. Master Thesis - in progress (SPAN 599)
8. PhD Dissertation - in progress (SPAN 699)
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**VIII. Other notable activities or contributions not included above**

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| Date occurred | Description (who, what, where, when, how, why, etc.)  |
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5/6/15