FACULTY ACTIVITY RECORD EXAMPLE

 16 June 20 – 15 June 20 .

You are requested to provide in the space below a precise listing and brief explanation of your activities for the past academic year. Attach additional pages as needed.

Name:

Rank: Dept:

I. TEACHING ACTIVITIES **Approx. hours/week**

***a. Courses taught***

Fall Semester

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course # | Course Title | Lecture–Lab–Credit | Section # | # mids |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Spring Semester

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course # | Course Title | Lecture–Lab–Credit | Section # | # mids |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Summer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course # | Course Title | Lecture–Lab–Credit | Section # | # mids |
|  |  |  |  |  |
|  |  |  |  |  |

***b. Extra Instruction*** (estimate EI, specifying office, email, evening, group review, etc.); indicate involvement with department/division resource center, Academic Center, service as academic mentor for midshipman groups such as clubs, teams, ECAs).

***c. Academic Advising and Mentoring*** (include service as plebe academic adviser, major senior academic adviser, division senior adviser, special academic adviser; you may wish to include the number of Midshipmen you advise).

***d. Creative Developments*** (include curriculum development, such as course or laboratory development, and educational innovations, such as innovative pedagogy and learning technology advancements).

**II. SCHOLARLY AND PROFESSIONAL ACTIVITIES** Approx. hours/week

***a. Research:*** No Yes (complete Attachment #1, 2, and/or 3)

***b. Publications:*** No Yes (complete Attachment #4, 5, and/or 6)

***c. Presentations:*** No Yes (complete Attachment #7)

***d. Additional Professional Education*** (courses, seminars, workshops, etc.)

***e. Seminars or Special Lectures***

***f. Professional Society Involvement***

***g. Military activities (e.g. YP or CSTS qualifications, NAVWARCOL course completions, watch qualifications, Service Assignment Boards, etc.)***

***h. Travel (List date, meeting, purpose of travel and source of funds for each trip taken)***

**III. USNA ADMINISTRATIVE ACTIVITIES** Approx. hours/week

(List each committee, collateral duty and special assignment or project along with a *brief* statement as to what you contributed and accomplished in the activity.)

***a. Yard***

***b. Division***

***c. Department***

**IV. USNA EXTRACURRICULAR ACTIVITIES** Approx. Hours/week

***a. Directing midshipman activities*** (e.g., club representative, CDS/MDS facilitator)

***b. Coaching, officer/faculty representative***

***c. Company faculty representative***

**V. COMMUNITY ACTIVITIES AND PUBLIC SERVICES** Approx.Hours/week

**VI. OUTSIDE EMPLOYMENT** Approx.Hours/week

|  |  |  |  |
| --- | --- | --- | --- |
| Institution/Firm | Type of Work | Inclusive Dates | Time Spent |
|  |  |  |  |
|  |  |  |  |

# VII. COMMITTEE AND COLLATERAL DUTY PREFERENCE

Signed Date

 **SPONSORED RESEARCH PROJECTS**

16 June 20 – 15 June 20\_\_\_\_

Title of Project:

Principal Investigator:

Sponsor:

Abstract: (150–250 words for each project in progress or completed containing purpose, objectives, method of investigation, results and status.)

 **INDEPENDENT RESEARCH PROJECTS**

16 June 20 – 15 June 20 **.**

Title of Project:

Researcher:

Abstract: (150–250 words for each project in progress or completed containing purpose, objectives, method of investigation, results and status.)

 **RESEARCH COURSE PROJECTS**

 16 June 20 – 15 June 20 **.**

Title of Project:

Researcher:

Faculty Adviser:

Sponsor:

Abstract: (150–250 words for each project in progress or completed containing purpose, objectives, method of investigation, results and status.)

## FACULTY PUBLICATIONS

16 June 20 – 15 June 20 **.**

(Use same format as in annual USNA report on research: *Summary of Research Activities — Academic Departments.* For each publication include an abstract of 100–200 words.)

## FACULTY TECHNICAL REPORTS

16 June 20 – 15 June 20 **.**

(Use same format as in annual USNA report on research: *Summary of Research Activities — Academic Departments.* For each technical report include a short abstract.)

## MIDSHIPMAN-FACULTY PUBLICATIONS/TECHNICAL REPORTS

16 June 20 – 15 June 20 **.**

(Use same format as in annual USNA report on research: *Summary of Research Activities — Academic Departments.* For each publication/technical report include a short abstract.)

## FACULTY PRESENTATIONS

16 June 20 – 15 June 20 **.**

(Use same format as in annual USNA report on research: *Summary of Research Activities — Academic Departments.* List presentations only; do not include abstracts.)