

**Class of 2016-17**  
**UCF Academic Program Review**  
**Contributing Faculty Activity Worksheet Instructions**

## **Purpose**

The Contributing Faculty Activity Worksheet (CFAW) is a supplement to the department/unit self-study that is completed at the time of program review. It requests summary information on a limited set of faculty instructional and scholarly or creative activities. It serves two primary purposes:

1. It provides internal reviewers (e.g., Program Review Committee, college dean) and external reviewers (program review consultants) an at-a-glance look at the distribution of activity in the unit whose programs are undergoing review. It does not serve the same purpose as a faculty member's annual report. Rather, it provides a "temperature check" for the general health and vitality of the unit. i.e., Are the amount and distribution of faculty activity in the unit healthy or unhealthy, sustainable or unsustainable, and aligned with unit goals or not?
2. In accordance with College of Graduate Studies' policy, graduate faculty and scholar status is reviewed at the time of the applicable program review. The CFAW, along with other required information (e.g., re-nomination forms, CVs), is used by the Graduate Council to inform those reviews.

## **Instructions for Completing the CFAW**

List all active full-time and part time (adjunct) faculty members as well as graduate faculty scholars (GFSs) that contribute to the program(s) under review in your unit and provide the information requested for each person unless otherwise noted.

- Adjunct faculty members should be considered active if they had an active employment contract with the university during AY 2015-16 or are expected to re-enter active employment status with the university within the next two years.
- Do not include graduate students in this table *unless* their primary relationship with the university is as a full-time faculty member.
- List emeritus faculty members only if they continue to contribute to the programs under review and/or if they are graduate faculty scholars.
- You do not need to list former full-time faculty members that are no longer employed at UCF. However, if you believe it is important to list them to "tell your unit's story," that's fine but please indicate that they are no longer employed by the university in the "additional information" section and be consistent in how you report former employees (i.e., if you report one former faculty member, you likely should report all from that same time frame).
- You do not need to list faculty who may in the future be nominated for graduate faculty or faculty scholar status.

### Faculty Member General Information

Fill in the information requested in this section using the codes provide below, as applicable.

**Primary Home Unit (most recent):** If 'Other', please specify in additional information section

**Tenure Status:** tenured = **T**; tenure earning = **TE**; multi-year = **MULTI**; non-tenure earning = **NTE**

**Rank:** professor = **P**; associate professor = **Assoc**; assistant professor = **Asst**; lecturer = **L**;  
instructor = **I**; not applicable = **N/A**

**Appointment Type:** regular = **R**; visiting = **V**; emeritus = **E**; post-doctoral associate = **PDA**;  
adjunct = **A**; affiliated clinical = **AFF**; volunteer clinical = **VOL** other volunteer/courtesy = **C**

**Other Faculty Appointment Modifier:** clinical faculty = **C**; research faculty (e.g., research assoc.,  
scientist) = **R**; other = **O**

**Graduate Faculty or Scholar Status:** graduate faculty = **GF**; graduate faculty scholar = **GS**; not  
applicable = **N/A**

### Contributing Faculty Program Participation

Mark each program listed to which the faculty member contributes.

### Scholarly, Clinical, and Creative Activity

This section is optional for contributing faculty *who teach courses only*, regardless of appointment type (e.g., adjunct, full-time instructor or lecturer, graduate faculty scholar). In such cases, please record "teaching only" in the additional information column of this section.

Scholarly and creative activity should be reported for all graduate faculty scholars who serve on graduate thesis or dissertation committees.

To qualify faculty for chairing dissertations evidence of serving on graduate thesis or dissertation committees to completion must be included on the CV.

Reporting scholarly, clinical and creative activity for emeritus faculty members is optional but should be handled consistently across the unit.

Report scholarly and creative activity spanning calendar years 2012-2016, regardless of where the faculty member was employed during that time period.

### Undergraduate and Graduate Program Instructional Activity

The final two sections of the CFAW request summary information on both undergraduate and graduate instructional activity for each faculty member listed. Please fill in each cell that applies to the faculty member. The reporting time frame for these sections is academic years 2012-13 – 2015-16 (SU12 – SP16), unless otherwise indicated. Note that some information is required while other information is optional.