

**ELECTRONIC FACULTY ANNUAL ASSESSMENT REPORT (EFAAR)  
ANNUAL ASSIGNMENT / ACTIVITY DEFINITIONS AND INSTRUCTIONS**

**Teaching and Instruction**

<p>1. Teaching: Courses Taught, Syllabi, and Peer Evaluations</p>	<p>All courses in your name in the summer, fall, and spring are already entered from PeopleSoft. The following sections are contained in this activity area: A. Fall 20XX courses B. Spring 20XX courses C. Summer 20XX courses D. <i>Course Attachments –Faculty members should add syllabi, peer evaluations.</i></p>
<p>2. Instructional Workload Credit Bank Balance (Only for faculty in the AAUP-CSU bargaining unit)</p>	<p>Per Article 14 of the CSU-AAUP CBA, “A department- and/or college-based “banking system” shall be maintained in order to provide an accounting system that will allow balancing over a rolling period of years any differences in individual faculty members’ assigned and actual instructional load in a given academic year. The same banking system shall also be used to store and record the accumulation of instructional workload credits earned for the supervision of thesis/dissertation students, including the undergraduate Honors Program thesis.</p> <p>Faculty should record their credit bank balance as of April 30<sup>th</sup>, reflecting either surplus or debit hours based on the difference between the assigned and actual number of hours taught in an academic year. The credits recorded should follow the CBA, college workload guidelines, and include any service credit for special assignments. Any letter or supporting documentation should be uploaded.</p>
<p>3. Advising Load [Please note there is a separate section for recording dissertation, thesis, and project advising]</p>	<p>Formal counseling with students on academic course or program selection, advising on graduate and professional programs and career counseling.</p> <p>You can complete this only if you have an accurate count or estimate of numbers of students advised.</p>
<p>4. Student Evaluations (SIEQ)</p>	<p>Record the course ID and title of each course, the SIEQ mean scores for the instructor and the course. Upload your student evaluation SEIQ reports.</p>

<p>5. Research Independent Study, Thesis, Dissertation, and Internship Supervision (renumbered)</p>	<p>Undergraduate and graduate independent studies, including honors theses, MA theses, and doctoral dissertations.</p> <p>This is where you also name the student and identify the placement of any interns you supervised.</p>
<p>6. Reassigned Duties/Assigned Time</p>	<p>A reduction in an employee’s course load (for instruction) or hours of work (for non-instruction) for purposes of carrying out faculty governance, administrative, or professional development activities.</p>

**Research, Scholarship and Creative Activities**

<p>7. Research Scholarly Contributions and Creative Productions</p>	<p>Faculty members should add and update research/scholarship/creative activity.</p> <p><b><i>Instructions on how to import publications are included in the email.</i></b></p>
<p>8. Grants and Sponsored Research</p>	<p>All research or creative activities that are funded from Contracts and Grants budget (sponsored by federal, state, local and non-federal agencies and organizations, including federal flow-through). This includes all grant, contract and industry supported research activities both basic and clinical.</p>

## Service

9. Institutional Committees	Activities that provide advisory support, including special assignments as consultation service to university offices and units, faculty governance, and service on curricular and non-curricular related committees, including accreditation and program reviews.
10. Other Institutional Service	This category is where you record any “special assignment” or other assigned task outside of committee work.
11. Service to Profession/ Discipline	<p>As representatives of a particular discipline and members of a scholarly community, CSU faculty members are responsible for advancing their professions and enhancing the quality of scholarly and professional organizations.</p> <p><b>Examples of Service to the Discipline and Profession include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• Holding official leadership roles in professional or scholarly organizations</li> <li>• Conference reviewer or editor</li> <li>• Serving on an editorial board</li> <li>• Peer reviewing for a journal</li> <li>• Chairing a professional conference</li> <li>• Serving as an organizer or leader of professional workshops, panels, or meetings</li> <li>• Contributing time and expertise to a professional society or organization</li> <li>• Refereeing or reviewing disciplinary/professional grant proposals for funding organizations</li> </ul>
12. Community Service/Engagement Activity/Public Outreach	Work that is conducted with community agencies which <i>pertains to faculty’s professional expertise</i> . Extends the professional and/or discipline related services of individuals to the community, the state, or the nation.

<p>13. Diversity, Equity and Inclusion Service</p>	<p>Professional service that addresses or increases equity and inclusion at CSU and within professional organizations.</p> <p>Examples include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Embedding equity, inclusion and diversity into a professional organization’s mission, programming, etc.</li> <li>• Membership on departmental or university committees related to equity and inclusion.</li> <li>• Participation in university pipeline and/or outreach activities.</li> <li>• Participation in efforts to increase participation of underrepresented students in undergraduate and graduate programs.</li> <li>• Service for or joint initiatives with state or national organizations (e.g., American Economic Association Committee on the Status of Women in the Economics Profession, National Society of Black Physicists) with an emphasis on equity and inclusion.</li> <li>• Service on local and/or statewide committees focused on issues of equity and inclusion.</li> <li>• Leadership in organizing departmental or campus-wide events that encourage self-reflection and education regarding issues of equity, inclusion.</li> <li>• Participation in academic preparation, outreach, tutoring, pipeline or other programs designed to remove barriers facing women, minorities, veterans, people with disabilities, and other individuals who are members of groups historically excluded from higher education.</li> <li>• Efforts to advance DEI outside the classroom. May manifest as 1) engagement with organizations or programs that were DEI-focused or identity-based, on campus, in discipline/professional societies, or in other community spaces, and 2) active promotion of policies and practices that advance DEI.</li> </ul>
<p>14. Mentoring</p>	<p>Faculty mentors who engage in mentoring of undergraduates, graduate, and/or faculty should record their mentoring activities in this category. Effective mentoring involves not only the transfer of academic skills, attitudes, and behaviors, but a level of interaction, trust, and communication which empowers a student with the knowledge and confidence to grow academically and socially regardless of the environment</p>

## Other Activities

15. Professional Development	Record any activities that you engaged in with the goal of improving your knowledge, skills, teaching effectiveness, or professional growth.
16. Awards/Fellowships/Recognitions	Record any awards, recognitions, or fellowships from internal or external sources (e.g., Golden Apple Award, Distinguished Faculty Award, Fulbright Fellowship).
17. Licensure	Faculty members whose discipline requires licensure should record their licenses or certifications in this category.
18. Outside Employment	Record the duration and outside employment activity. The approved Outside Employment Form must be uploaded in this category. Every faculty member must upload a form. If you have no Outside Employment to report, check the appropriate box on the Outside Employment Form and upload here. You must submit an Outside Employment Form or you will be unable to submit your EFAAR.
19. Media Contributions and Appearances	Upload a list of any media contributions or appearances.
20. Curriculum Vitae (CV)	Upload a copy of your current CV dated April 30, 2024

**Faculty Development Plan – Upload your Faculty Development Plan from Fall 2023**

<p>21. Faculty Development Plan (FDP)</p>	<p>(Faculty Personnel Policies <b>3344-16-03</b>)</p> <p>The faculty member, based on the discussions with the chair, shall prepare a written statement describing their planned goals and objectives for the year. This statement shall be reviewed by the department chair and added to the faculty annual activities report (FAAR). The statement of goals and objectives may be revised or amended to reflect new directions in a faculty member’s professional development. The revised or amended statement shall be reviewed by the department chair and added to the FAAR.</p> <p>Faculty development plans may include, but need not be limited to:</p> <p>(1) Teaching. New course development. Revising or sustaining instructional quality in existing courses. Development of methods for assessing courses and teaching effectiveness. Assumption of important curriculum responsibilities for department or college. Efforts to attract new students or to attract external funding for teaching innovation.</p> <p>(2) Scholarship/creative activities. New initiatives in research or creative activity, as well as continuation of ongoing projects. Problem-solving activities linked to specific aspects of university’s mission to local community. Efforts to attract external funding.</p> <p>(3) Service. Assumption of responsibilities for a major task within the university or externally in professional or community organizations. Sustaining or increasing levels</p>
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