

## Delaware Study Faculty Activity Checklist

Dear Colleague:

Your institution has agreed to participate in the Delaware Study of Selected Measures of Out-of-Classroom Faculty Activity. This is a national data project, originally underwritten by the U.S. Department of Education Fund for the Improvement of Post Secondary Education. Data will be collected by academic department/discipline at each participating institution, and will be reported in aggregate form for each unit. We are asking for your voluntary participation to provide your department chair with your personal tally for each of the following variables, which he/she will aggregate and report as department/discipline totals. We will not see your individual responses, only departmental totals. These aggregate data will be used to develop national benchmarks to assist your department to see how it compares with similar departments at similar institutions for each of the variables. Thank you in advance for your cooperation and assistance.

Sincerely,



Michael F. Middaugh  
National Director  
The Delaware Study

**Please report your activity for each of the following measures. Report only what you accomplished in each area during the 2007-08 Academic Year, i.e., your activity which corresponds to your most recent faculty evaluation period. Be sure to review the definitions provided before responding. Please denote any not-applicable data as 'na' and any data element that is truly zero as '0'.**

### ACTIVITIES RELATED TO TEACHING

1. Total number of separate course preparations you have developed. \_\_\_\_\_
2. Number of **existing** courses where you have redesigned the pedagogy or curriculum under the auspices of a grant or course-release time. \_\_\_\_\_
3. Number of new courses you have created and have been approved for delivery. \_\_\_\_\_
4. Number of courses indicated in the previous items which you deliver fully or primarily online. \_\_\_\_\_
5. Unduplicated headcount of **undergraduate** academic advisees **formally assigned** to you. \_\_\_\_\_
6. Unduplicated headcount of **graduate** academic advisees **formally assigned** to you. \_\_\_\_\_
7. Number of thesis/dissertation committees on which you served as chairperson. \_\_\_\_\_
8. Number of thesis/dissertation committees on which you served in a non-chairing role. \_\_\_\_\_
9. Number of undergraduate senior theses (e.g., senior portfolio project, recital, art show, other capstone experience) you have supervised. \_\_\_\_\_
10. Total number of students you have taught individually in independent or directed studies (e.g., one-on-one student-faculty interaction for credit toward satisfying a degree requirement). \_\_\_\_\_
11. Number of **undergraduate** students formally engaged in research with you. \_\_\_\_\_
12. Number of **graduate** students formally engaged in research with you. \_\_\_\_\_
13. Number of clinical (e.g., student nurses), practicum students (e.g., student teachers), internship students, and students in cooperative and service learning programs who are formally assigned to you. \_\_\_\_\_
14. Number of students (undergraduate and graduate) who have co-authored a journal article or book chapter with you. \_\_\_\_\_
15. Number of students (undergraduate and graduate) who have co-presented a paper at a state, regional, national, and international professional meeting with you. \_\_\_\_\_
16. Number of assessment projects or separate assignments for purpose of program evaluation (as distinct from individual courses) you have undertaken. \_\_\_\_\_
17. Number of institution-sanctioned professional development activities related to teaching efforts (e.g., attending conferences on General Education, participating in workshops on undergraduate research, participating in workshops offered by Center for Teaching Effectiveness). \_\_\_\_\_

**Continued...**

## Delaware Study Faculty Activity Checklist - Continued

### ACTIVITIES RELATED TO SCHOLARSHIP

18. Number of print or electronic **refereed** journal articles, book chapters, reviews, and creative works you have published. \_\_\_\_\_
19. Number of print or electronic **non-refereed** journal articles, book chapters, reviews, and creative works you have published. \_\_\_\_\_
20. Number of single-author or joint-author books or monographs you have written and have had published by an academic or commercial press. \_\_\_\_\_
21. Number of manuscripts (e.g. journal articles, books) you have **submitted** to publishers. \_\_\_\_\_
22. Number of books, collections, and monographs you have **edited**. \_\_\_\_\_
23. Number of pre-publication books, journal articles, and chapters you have **reviewed**. \_\_\_\_\_
24. Number of grant proposals you have reviewed related to your field of expertise. \_\_\_\_\_
25. Number of editorial positions you have held. \_\_\_\_\_
26. Number of juried shows, commissioned performances, creative readings, and competitive exhibitions in which you have participated. \_\_\_\_\_
27. Number of non-juried shows, performances, creative readings, and exhibitions in which you have participated. \_\_\_\_\_
28. Number of digital programs or applications (e.g., software development, web-based learning modules) you designed related to your field of expertise. \_\_\_\_\_
29. Number of provisional or issued patents based on products that are registered in your name. \_\_\_\_\_
30. Number of your works in progress (e.g., journal articles, paintings, musical compositions). \_\_\_\_\_
31. Number of formal presentations you have made at state, regional, national, and international professional meetings. \_\_\_\_\_
32. Number of external and internal grant, contract, and scholarly fellowship proposals you have submitted. \_\_\_\_\_
33. Number of **new** external grants, contracts, and scholarly fellowships which have been formally awarded to you or your institution on your behalf. \_\_\_\_\_
34. Total dollar value of the **new** externally funded grants, contracts, and scholarly fellowships reported in Item 33. \_\_\_\_\_
35. Number of **new** internal grants and contracts which have been formally awarded to you. \_\_\_\_\_
36. Total dollar value of the **new** internal grants and contracts reported in Item 35. \_\_\_\_\_
37. Number of continuing external and internal grants, contracts, and scholarly fellowships. \_\_\_\_\_
38. Number of institution-sanctioned professional development activities related to scholarship (e.g., participating in a grant writing workshop, attending a training session to learn a new research tool or software application, enrolling in a statistics course). \_\_\_\_\_

### ACTIVITIES RELATED TO SERVICE

39. Number of activities related to service to your institution (e.g., faculty governance, faculty committees, peer mentoring, academic programs in residences, recruiting efforts, student activity advisor, other student activity involvement) in which you have engaged. \_\_\_\_\_
40. Number of extension and outreach activities related to your field of expertise (e.g., civic service, K-12 service, community workshops, invited talks to community groups, seminars, lectures, demonstrations) in which you have engaged. \_\_\_\_\_
41. Number of activities related to recognized or visible service to your profession (e.g., service on a regional or national committee, service on a self-study visitation team for another institution, serving as an invited or volunteer juror for a show, performance, or exhibition) in which you have engaged. \_\_\_\_\_
42. Number of positions in professional associations where you held a leadership role (e.g., elected officer, committee chairperson, conference chair). \_\_\_\_\_

**Thank You!**