

**College of Public Affairs & Administration**  
**Format for Report Professional Activities Engaged in During Calendar Year 2013**

**Due to Your Personnel File & Dean's Office Feb. 25, 2014**

Please include all professional activities you engaged in during the 2013 calendar year.

1. Teaching and advising
  - Classes taught
  - Advising
  - Other teaching activities
  
2. Scholarship
  - Publications
  - Presentations
  - Teaching cases
  - Meeting/Conference Attendance
  - Other scholarship activities (discovery, application, integration, teaching) under the *UIS Faculty Personnel Policy*
  
3. Service
  - To the Department
  - To the College
  - To the Campus
  - To the University
  - To the Community
  - To the Profession
  - Other Service
  
4. Grants -- May be included separately or under one of the above categories
  
5. Other Professional Activities -- Include any activities that don't fit neatly into one of the above categories
  
6. You may include a brief self-assessment or other explanations of your activities and accomplishments.

*(If your report is more than one page long, please print double sided to save paper and contribute to our sustainability effort.)*