June 29, 2012

TO:  Academic Deans, Department Chairs, and Academic Program Directors

FROM:  Steven W. Leslie

RE: ANNUAL FACULTY ACTIVITY REPORTS FOR 2011-12

All faculty members, including faculty in Specialist, Lecturer, Clinical, Adjunct, and Research Professor titles, are responsible for completing a Faculty Activity Report (FAR) of their academic and professional activities each year. Please advise the faculty members in your areas to prepare their reports for 2011-12 with care and submit them to the department chair/director or, in a non-departmentalized college/school, the dean, on or before October 1, 2012. The report is an essential component of the annual merit review, the third-year review of tenure-track faculty, promotion review (all ranks) and periodic review of tenured faculty. A copy of the FAR is to be placed in the faculty member’s personnel file at each administrative level (i.e., department, college/school, provost’s office).

The 2011-12 Faculty Activity Report form is available at:


The reports listed below are being provided at this time to assist faculty members wishing to work on their annual reports over the summer. Updated versions that include activity occurring between June 1 and August 31, 2012 will be distributed after close of business on August 31.

Two copies of each report are provided to departments: one of these should be given to each faculty member to verify the accuracy of the information, as noted below, and the other set held by the department. (Each dean’s office also receives a set of the reports; departments should contact the dean’s office if additional copies are needed.)

- **Report of Patents Issued (through May 31, 2012):**
  This report, which is prepared by the Office of Technology Commercialization (OTC), includes only the faculty members listed as inventors on patents filed through the University. Questions should be addressed to OTC at 471-2995.

  Information in the report is from the Grant/Contract database maintained by the Office of Sponsored Projects (OSP). Questions should be addressed to OSP at 471-6424.

With regard to the Report of Active Projects, please note the following:

a. A zero project amount indicates one of the following: (1) funding is incremental and is included in the original project amount; (2) a no cost extension was awarded; or (3) only an administrative modification was made.
b. Co-PIs are indicated on the report only if OSP was informed there was a Co-PI on the project.

c. Projects that were not active during the report period are not listed, including projects with authorization to expend funds in advance of receipt of the official award notice.

The following report can be printed locally via the FaSET system at https://utsdirect.utexas.edu/oir/fasttrack/index.WBX. This application is restricted to authorized FaSET users, which are typically the department administrators who handle course scheduling and grading. Please coordinate with your FaSET representative to produce these reports.

- **Instructional Activities Report**
  Teaching activity reported by each academic department.

The following will be produced by the Provost’s Office after the close of business on August 31, 2012 and distributed at that time:


  If, before August, you need information on Master’s and Ph.D. degrees awarded and the number of students supervised, you can obtain this from the mainframe application *GSADM. Please contact Julie Meyer in the Graduate School at 232-3607 or send an e-mail message to julie.meyer@austin.utexas.edu if authorization to access this application is needed.

**Faculty members should carefully review the reports for accuracy and attach these reports to their Faculty Annual Report where applicable; they should not copy information contained in these reports to the corresponding section of the Faculty Annual Report form, but should note any data corrections directly on the reports themselves.**

Faculty members are to complete and **sign** their FAR and submit it to their department chair/director/dean on or before **Monday, October 1, 2012**. The department is to retain a copy of each report in the faculty member’s personnel file and, by Friday, October 5, send the original to the Office of the Executive Vice President and Provost (Mail Code: GI000) and a copy to the dean. Research Professor ranks are asked to also submit a copy of their FAR to the Office of the Vice President for Research (Mail Code: GI400).

**Please distribute a copy of this memorandum and applicable reports to each faculty member in your area.** Thank you for your assistance.

SWL/dh
Attachments

xc: President William Powers, Jr.
  Vice President for Research Juan M. Sanchez
  Vice Provost and Interim Dean of Graduate Studies Judith Langlois