

**The University of Georgia  
College of Agriculture and Environmental Sciences  
Faculty Activity and Planning Summary Report**

NOTES:

- The color codes are only used to help you visualize the different categories and layout.
- **Black** and **red** items show the old outline of the CAES Faculty Activity Report.
- **[Tan]** notes in brackets represent information that is pre-filled in Digital Measures.
- Underlined **Tan** notes show the first-level categories where you enter the information into the UGA Digital Measures system (DM).
- **(Tan)** notes in parentheses show sub-category information.
- **Blue** notes are side-notes from Marcie Simpson.

**Section I. Biographical Vita Information**

Name: From [General Information – Personal Contact Information]  
(First Name\_Last Name)

Date: From Search Begin Date to Search End Date

Department: From [General Information – Yearly Data] (Rank Department/Unit)

Post Tenure Review: (Data not currently captured by DM)

Appointment: (this needs to be added to DM, then pulled from that section)

%Salary Budgeted: \_\_\_Instruction \_\_\_Research \_\_\_Extension \_\_\_Administrative

Your Estimate: \_\_\_Instruction \_\_\_Research \_\_\_Extension \_\_\_Administrative

**Section II. Contributions in Teaching**

A. Courses Taught

[Teaching – Scheduled Teaching/Instruction]

Sorted by under-graduate and graduate, then by term

Under-Graduate Courses

Academic Term	Course	Title	Total Credit Hours	Total enrollment	New Course Preparation	New Format for Existing Course
Term and Year	Course Prefix and Course Number	Course Title	Total Credit Hours	Total Enrollment	New Course Preparation Yes or No	New format for existing course Yes or No

Graduate Courses

Academic Term	Course	Title	Total Credit Hours	Total enrollment	New Course Preparation	New Format for Existing Course
Term and Year	Course Prefix and Course Number	Course Title	Total Credit Hours	Total Enrollment	New Course Preparation Yes or No	New format for existing course Yes or No

B. Student Advising

Number of Undergraduate Students Advised: Teaching – Academic/Research Advising

Number of Masters Students Advised: Teaching – Academic/Research Advising

Number of PhD Students Advised: Teaching – Academic/Research Advising

Number of Professional Students Advised: Teaching – Academic/Research Advising

Number of Post Docs Advised: Teaching – Academic/Research Advising

C. Student Directed Learning

Teaching – Directed Student Learning

Involvement Type, Student Name, Student’s Home Department,  
State of Completion

D. Student Awards

(Awards received by students advised by faculty member – entered elsewhere)

**Section III. Contributions in Outreach or Extension**

A. Presentations

Teaching – Continuing, Non-Credit, Outreach and Extension Instruction/Training

(Description, Sponsoring Organization, Number of Participants, Date)

Includes Certification, Continuing Education, Faculty Internship, Guest Lecture, Management/Executive Development, Review Course, Seminar, Workshop, Other – sorted by Instruction Type, then by date

B. Consulting

1. Site Visits: (Data not currently captured by DM)
2. Office & Phone Consults: (Data not currently captured by DM)

C. Additional Outreach

(Data not currently captured by DM)

**Section IV. Contributions in Research**

A. Grants

(Research grants from UGA System)

B. Patents/Copyrights

Scholarship of Teaching, Research and Service – Intellectual Property

(Patent Title, Patent/Copyright Number/ID, Inventors, Date Licensed)

Sorted by patent or copyright and included in report if submit date is within the search range

**Section V. Publications, Media and Other Creative Works**

Publications

Scholarship of Teaching, Research and Service – Publications/Intellectual Contributions

Sorted by publication type - just like in the “Vita” report

Editorial Services

Other Services – Professional Service (Editor – all categories)

Includes Responsibilities

**Section VI. Grants, Contracts, Gifts & Fund Development**

(All except research grants which should be listed above?)

## **Section VII. Awards and Recognition**

### General Information – Awards and Honors

(Award or Honor Name, Organization/Sponsor, Date Received, Description)

Sorted by Scope, then by purpose within scope

## **Section VIII. Professional Development & Professional Society Activities**

### **A. Lectures, Seminars and Papers Presented**

Other Service – Professional Service (Position, Organization/Committee/Club/School, Start Date and End Date)

Includes positions of Discussant, Guest Speaker, Invited Lecture, Keynote Address – sorted by scope and then by start date

### **B. Posters Presented**

(Data not currently captured by DM)

### **C. Leadership / Special Assignments**

Other Service – Professional Service (Organization/Committee/Club/School, Start Date and End Date, Responsibilities)

Includes Board of Advisors of a Company, Board of Directors of a Company, Interaction with Industry, Prepare/Grade Certification Exam, Program Coordinator, Program Organizer, all Officer categories, Session Chair, Task Force Chair, Task Force member, Workshop Organizer – sorted by position/role, then by begin date

### **D. Committee Activities**

Other Service – Professional Service (Organization/Committee/Club/School, Start Date and End Date, Responsibilities)

Includes Attendee, Meeting, Chairperson, Committee member, Committee Chair, Conference Related – sorted by position/role

### **E. Membership**

Other Service – Professional Service (Organization/Committee/Club/School, Start Date and End Date)

Includes Member – sorted by audience, then by begin date

F. Professional Society Meetings, Conferences, and Trainings Attended

General Information – Faculty Development Activities Attended

(Title, Sponsoring Organization, State, Number of Credit Hours, Start Date, End Date)

Includes Conference Attendance, Continuing Education Program, Self-Study Program, Seminar, Tutorial, Workshop – sorted by Activity Type

G. Other Faculty Development Activities

General Information – Faculty Development Activities Attended

(Title, Sponsoring Organization, State, Number of Credit Hours, Start Date, End Date)

Includes Faculty Internship and Faculty Fellowship and Other – sorted by Activity Type

**Section IX. Contribution to Governance (University, College, Department & Community)**

A. General Governance

Other Service – Institutional Service (Position, Committee Name, Responsibilities, Begin Date and End Date)

Includes Attendee at Meeting, Committee Chair and Committee Member – sorted by scope

B. Publication Reading and Program Review Committees

Other Service - Professional Service (all information)

Includes Reviewer

C. Supervision, Mentoring & Training

Other Service – Institutional Service (Position, Committee Name, Responsibilities, Begin Date and End Date)

Includes Faculty Advisor, Faculty Mentor, Graduate Coordinator, Program Coordinator – sorted by scope, then by position

General Information – Administrative Duties (Budgeted) (all information)

D. Contributions to Collaborative Efforts (not sure about this section - data may not be currently captured by DM)

**Section X. Program Accomplishments**

(Faculty will insert the narrative here that is needed to support their accomplishments – permanent text box may be added)

**Section XI. Other Achievements or Activities**

(Faculty will insert the narrative here that is needed to support their accomplishments – permanent text box may be added)

**Section XII. Summarization of Federal/State reporting requirements**

(This needs to be added to DM, then pulled from that section)

In order to meet reporting requirements on both the state and federal level, please properly categorize your proposal(s) for this calendar year. How was your time allocated during the last twelve months?

**AES (Must total 100%):**

Plants \_\_\_\_\_%      Animals/Humans \_\_\_\_\_%      Environment \_\_\_\_\_%

**CES (Must total 100%):**

ANR \_\_\_\_\_%      4-H/Youth \_\_\_\_\_%      FACS \_\_\_\_\_%

**Governor’s Goals (Must total 100%):**

Growing GA \_\_\_\_\_%      Healthy GA \_\_\_\_\_%  
Educated GA \_\_\_\_\_%      Safe GA \_\_\_\_\_%