PROFESSIONAL ACCOMPLISHMENTS
Worksheet

Faculty Name_______________________________
College/Dept ________________________________

Total Output
For 2009

Published Output

Faculty publications that appeared in print during this period in each of the following categories: (Record each publication in only one category)

1. Professional Papers/Journals (refereed)

2. Professional Papers/Journals (non-refereed)
   - Conference or Meeting Proceedings
   - Chapters in books or articles in anthologies
   - Magazine Articles
   - Radio-TV programs written or produced
   - Trade Publications
   - In-House Publications
   - Bulletins
   - Research and Technical Reports
   - Miscellaneous Printed Reports
   - Book/Article Reviews
   - Computer Software
   - Patents
   - Theatre productions, written or produced

Sub-Total of 2.

Total Published Output (sum of 1. and 2.)

3. Books

Books appearing in print during the year:
   - Authored
   - Co-authored
   - Edited

Total of 3: Books

4. Delivered Papers, Recitals, Showings

Talks given or papers presented at:
   - International Professional Meetings
   - National Professional Meetings
   - State or Regional Professional Meetings
   - Faculty Seminars or Colloquiums
     (include on-campus)
   - Other Professional Groups or Meetings
4. Delivered Papers, Recitals, Showings (continued)

Faculty recitals, performances, or showings:
(Count in (2.) for outputs performed at the national or international level)

______ Out-of State Showing or Performance
______ Off-Campus at a State or Regional Event
______ On-Campus

Appearances before TV or radio audiences

______ Talks given before lay audiences

Total of 4: Delivered Papers, Recitals, Showings

5. Major Professional Activities/Accomplishments

Instances of faculty serving in a consulting capacity to:
National Academies

Federal Agencies or Committees:
Executive
Legislative

Publishing Firms

Private Industry or Business

State Agencies or Committees:
Executive
Legislative
Public Schools

Professional Organizations

Other Colleges and Universities

Accreditation Organizations

Local Government

Other

Instances of service as an elected or appointed officer in a national or international professional society, federal task force or committee, or other prominent national or international post during the year.

Instances of service as a referee/reviewer for a professional journal or research proposal reviewer for a federal or state agency:

International/National journal or agency
State/Regional journal or agency

Instances of service as Editor of a professional journal during the year:

International or National Journal
State or Regional Journal

Instances of service as an elected or appointed officer in a state or regional professional society or committee, or governing board during the year.

Instances of service as an elected or appointed officer of a non-university, local committee, commission or professional group.

Instances of service as an invited critic or judge of creative works:

International or National Event
State Event
Regional Event
Local Event
5. Major Professional Activities/Accomplishments (continued)

Instances of service as an organizer of an:

- International or National Conference, Workshop or Seminar
- State or Regional Conference, Workshop or Seminar
- Local or Interdepartmental Conference, Workshop, or Seminar

Instances of service in an extension capacity

Annual number of Doctoral dissertation committees served on, but not as chairperson.

Doctoral and Masters dissertation committees served on as chairperson.

Total of 5: Major Professional Activities

6. Administrative Activities

Memberships on:

- Academic Council or Graduate Council
- A Standing Committee of the Academic Council
- Advisory-Consultative Committees to the Academic Council
- Athletic Council
- Judiciary Committee
- Search Committees
- University-wide ad hoc Committees and Commissions
- College/Department Standing Committees
- College/Department Advisory Committees
- College/Department ad hoc Committees
- Other University/College/Department Committees (specify:)

Total of 6: Administrative Activities

7. Advising Duties

Undergraduate advisees for the year
Master-level advisees for the year
Doctoral-level advisees for the year
Instances of service as an advisor to:

- Student Academic Groups or Clubs
- Student Social Groups or Clubs

Total of 7: Advising Duties

8. Proposals

(This category may include proposals submitted for funding, proposals newly funded or renewed, and funded proposals continued from previous years.)

Proposals submitted this year for external funding of:

- Research, Creative Activities
- Training, Capitation Support
- Service Activity
Proposals newly funded or renewed (as distinct from continued in force)
Funded proposals continued from previous years

Total of 8: Proposals

9. **Evidences of Merit**

Faculty given awards for teaching excellence during the year.

MSU Awards
External Awards

Number of faculty or graduate students given awards or prizes (other than grants or contracts) for scholarship, public or professional service, research, or other creative activities.

MSU Awards
External Awards

Number of faculty on leave as visiting faculty at another university.
Number of visiting faculty

Total of 9: Evidences of Merit

10. **Patient Care Volume**

Visits or Contacts
Referrals (clients)
Consultations with practitioners (individuals)

Total of 10: Patient Care Volume

11. **Web Course Development**

The number of Web courses developed.

**OUTREACH COMPONENT**

Number of the activities enumerated above (1 through 11) with an outreach component.

**PEER EVALUATION (NOT INCLUDED AS A TOTAL IN CLIFMS)**

Cite any current published rating or accrediting team comments reflecting on the general scholarship of your unit.
1. **TIME PERIOD**

Professional Accomplishments outputs that are counted should be those which occurred during the established time period (either calendar year or yearly raise cycle). **Do not count Professional Accomplishments that are scheduled to occur after the designated time period.** Since the categories are intended to be mutually exclusive, no output should be counted more than once.

2. **FACULTY INCLUDED IN OUTPUTS**

All appropriate output contributed by **RANKED FACULTY (professor, associate professor, assistant professor, instructor)** assigned to the unit should be counted. Within CLIFMS, a listing of faculty for whom your unit is responsible will appear (**Professional Accomplishments Reporting List** screen). That list reflects the tenure or home department of the faculty members, and Professional Accomplishments should be provided for each faculty member on that list, if appropriate. A faculty member will appear only once in the Clifms data base, and all Professional Accomplishments should be reported in that unit. At the present time, this Web-based system does not permit the proration of accomplishments between multiple funding units.

3. **JOINT DEPARTMENTS**

Even though joint departments (units responsible to more than one major administrative unit) may have faculty whose tenure colleges are different, the faculty listed on the Professional Accomplishments Listing Screen in the Clifms data base will reflect **ALL** faculty members appointed to that department, irrespective of college affiliation.

4. **COUNTING ACTIVITIES**

In parts D and E, the outputs that units should count are "instances or service". An instance is defined as one complete assignment. For example, a journal referee who reads 20 manuscripts should only count this as **one** instances of service. Other examples of a single instance of service are: Testimony given on one proposed bill before Congress; a site visit and report for a federal agency; membership on a Governor's commission; an office held in a professional organization.

5. **REPORTING OUTREACH ACTIVITIES**

In order to find a simple indicator and reflect MSU's position that outreach is a function that cuts across instruction, research, and service, this form does not count outreach as a separate category. Rather, we ask that you indicate how many of the total number of all activities enumerated on the form were oriented toward outreach and public service or contained a significant outreach component. In other words, how many of the activities were performed in support of MSU's efforts to share its knowledge resources with non-academic audiences? Activities can include such things as off-campus, on-line, and non-credit instruction and training, community-based research, patient and diagnostic services, technology transfer, technical assistance, consulting, community and economic development, evaluation studies, and publications and presentations for non-academic audiences. Note that this is a duplicative measure; activities included in the total listing should be counted again if they involved outreach.
Based upon past discussion with units, individual circumstances indicate that departments may utilize individual internal definitions of the data elements for Professional Accomplishment collections. Accordingly, the consistency of those internal definitions over time within a unit remains a significant objective. Please contact Dee McKay at 355-4619 or at mckay@msu.edu if you need assistance in constructing definitions for your unit. Following is a list of the required referenced data elements that may be used for illustrative purposes within your unit:

**REFEREED PAPERS:** The number of faculty publications appearing in print during the reporting period in a refereed professional journal.

**NON-REFEREED PUBLISHED OUTPUT:** The number of faculty publications appearing in print during the reporting period. This includes professional journals, book chapters, bulletins, book reviews, patents, and computer software that is marketed nationally.

**BOOKS:** The number of books appearing in print during the reporting period including single author, co-author, or edited.

**DELIVERED PAPERS:** The number of talks or papers presented at professional meetings, recitals, performances, showings, television or radio appearances, or talks to lay audiences.

**MAJOR PROFESSIONAL ACCOMPLISHMENTS:** The number of major professional accomplishment or activities which includes consulting, service as an elected officer, member of a dissertation committee, etc.

**ADMINISTRATIVE ACTIVITIES:** The number of administrative activities such as Academic Council, Judiciary Committees, and college and/or department committees.

**ADVISING:** The number of advising duties includes the number of students advised and instances of service as an advisor to student groups.

**PROPOSALS:** The number of proposals includes those submitted for funding, proposals newly funded or renewed, and proposals continued from previous years.

**EVIDENCES OF MERIT:** The number of evidences of merit includes awards or prizes given to faculty or graduate students for teaching excellence, scholarship, research or other creative activities.

**PATIENT CARE:** The number of instances of patient care, which includes visits, contacts, referrals or consultations.

**WEB COURSE DEVELOPMENT:** The number of web/internet/based courses.

**OUTREACH COMPONENT:** The number of enumerated activities above with an outreach component.
1. Call up your preferred Web Browser AND enter the Clifms URL:
   http://ntweb1.ais.msu.edu/clifms/

2. On the Clifms Home Page, click the LOGON button.

3. On the USER AUTHENTICATION screen, enter your User Name and Password and click the LOGON button on the Tool Bar. (Note: if you do not have access to the Clifms Web system, contact either Dee McKay at 355-4619 or Mary Black at 353-6463).

4. From the Clifms MAIN MENU screen:
   a. Select the TERM CODE for processing from the pull-down TERM CODE box. PLEASE NOTE: The Clifms Data base is accessed by semesters. Professional Accomplishment data SHOULD NOT be entered multiple times for a year (i.e., Summer, Fall and Spring). We are requesting that these data be entered ONLY ONCE for each faculty member in order to prevent duplication of entered data. Please use Fall as the primary semester for data entry. If your unit has individual faculty members whose appointments were not effective Fall semester, or if you believe that a faculty member should appear on the Fall list and does not, please contact Dee McKay at 355-4619 or mckay@msu.edu for assistance. DO NOT ENTER PROFESSIONAL ACCOMPLISHMENTS DATA FOR A FACULTY MEMBER IN MORE THAN ONE SEMESTER.
   b. Enter your 3-digit DEPARTMENT CODE (click on LIST OF DEPTS for the DEPARTMENT FIND menu if you are uncertain of the department code for your unit.
   c. Click on the PA button.

5. From the PROFESSIONAL ACCOMPLISHMENTS screen:
   a. Select the list of instructors for entry (all instructors or only instructors with no Professional Accomplishments entered).
   b. If desired, limit the list of instructors that will appear by typing in one or more letters of the last name in the text box provided.
   c. Click on the PALIST button on the Tool Bar.

6. From the PA REPORTING LIST screen, select an instructor to begin processing by clicking on the icon to the left of the instructor name.

7. On the PA FORM (UPDATE) screen:
   a. Enter whole numbers in the appropriate Professional Accomplishment text box. Use the TAB key on the keyboard to tab across the text boxes. If there are no professional Accomplishments to be entered, leave the text box blank.
   b. After entry is complete for an instructor, click on the UPDATE button on the Tool Bar. The screen will re-display what has just been entered and updated.
   c. To process the next instructor, click on the NEXT button on the Tool Bar, and repeat entry steps.

8. The PALIST button on the Tool Bar will allow you to access the PA REPORTING LIST screen from the Update screen. The PA REPORTING LIST screen will now provide a summary of all Professional Accomplishments data entered into Clifms. You can print the summary by accessing your Browser Print option to have a paper record of faculty and professional accomplishments.

9. When processing is finished, click on the BYE button on the Tool Bar to log off the Clifms system.