GENERAL SUGGESTIONS FOR PREPARATION OF A FACULTY ACTIVITY REPORT

1. Include activities for the past 12 months only.

2. Make it easy to read.
   - use a readable font, 12 pt. or larger
   - use bold headings
   - indent where appropriate

3. Content is more important than length—do not try to pad the faculty activity report with excessive verbiage.

4. List events in reverse chronological order (most recent first).

5. Keep narrative to a minimum. Some narrative is required in the accomplishments section and possibly in the needs assessment section. Otherwise avoid excessive use of narrative.

6. Sub-categorize information where appropriate. This helps make the report easier to read. It also helps facilitate pulling the information together when creating a dossier for promotion.

7. Use APA (American Psychological Association) writing style when appropriate.

8. Identify your role on collaborative items including authoring a publication, making presentations, coordinating programs/events or development resources.

9. Develop a system for keeping up with information during the year. This makes it much easier to compile the information at the end of the year.

10. GA Counts – the following helpful hints for each section also include the report type or other data entry information regarding how the information is found in GA Counts. This should help you identify how to edit any data that might be inappropriately generated in the activity report.
Guidelines for Preparing a Faculty Activity Report for a County Agent

FACULTY ACTIVITY REPORT

I. Biographical Vita Information

Name: 
District/Department: 
Date: 
Home Base: Enter County

Present Rank: Enter Public service rank 
Date Rank Effective: 
To:

Period Covered: 

Degrees, Institutes (of one week or longer), Certificates: (Dates and Institutions)
Include all degrees earned in reverse chronological order (most recent first). Include degree earned, date, and name of institution. Add institutes that last over one week and any certificates earned. There is a separate location for professional development workshops.

Positions Held:
Include all professional positions in reverse chronological order. Include dates held, title of position and name of employer.

II. Awards and Recognition
Include any awards or special recognition that you received during the past year under the “Self” section. Under “staff/students” you should include any awards or special recognition that your 4-H’ers, volunteers, or staff received during the past year. Examples could include Master 4-H’ers, judging teams coached by a volunteer, or person you nominated for an award. [GA Counts Report Type: Honors and Awards]

A. Self

B. Staff/students under your direction

III. Contributions in Teaching

A. Post Secondary Courses
Providing instruction for courses sponsored by a university, college or technical institution. Typically this is for-credit formal post secondary education. Think in the context of courses requiring tuition and course numbers. Guest lecture requests would be included here [GA Counts Report Type: Teaching (Collegiate)]

B. Educational Programs
Include programs that meet the five criteria for Category I CEU qualifying program AND you had a teaching role. Remember that CEU qualifying programs include: 1. Program length of one hour (except in-school programs); 2. Sound educational practices including an evaluation component, 3. Extension sponsored; 4. Individual registration procedure; 5. Program file created as a record. See GA Counts Help for more detailed information. [GA Counts Report Types: Standard CEU Programs, Club Meetings, and Specialty Clubs w/presenter role]
C. Presentations
Include other formal educational programming where you provided an educational content yet the program is missing one or more of the criteria for a Category I CEU qualifying program. Examples could be Family Connections presentation, Rotary speaker, Cattlemen’s meeting, presentation at a School Board meeting. This is not where you would capture work related meetings where you are planning programing doing other committee work. For example, if you are attending the cattlemen’s meeting that is a committee meeting or association meeting, but if you are the speaker and providing educational content then this would be a ‘presentation’ [GA Counts Report Types: Presentations w/ presenter role]

D. In-Service
This is training with an employee audience. Include trainings you have conducted or taught for Program Assistants, County Agents or other faculty/staff. [GA Counts Report Type: In-Service Training w/ instructor role]

E. Students Advised
UGA student advisement for academic development. Most agents will not report here. [GA Counts Report Type: Students Advised]

IV. Other Contributions in Extension or Outreach
A. Programs Coordinated (Non-Instructional Role)
Include formal educational programs you have coordinated but did not provide the formal instruction. You should identify your role such as coordinator. [GA Counts: standard programs, presentations, or club meetings w/ role not presenter]

B. Technical Assistance
Include data you keep track of. [GA Counts Report Type: Onsite consult and Office Contact.]

1. Site Visits
2. Office Visits
3. Phone
4. Written/Email

C. Educational Events
List informal educational programming including camps, field days, tours, health fairs and contests. [GA Counts report types: Event; 4-H Camps and Conferences].

Specific presentations you may have made at an event could also be recorded under the appropriate teaching section of the FAR.
D. Educational Exhibits
List educational exhibits you displayed for clientele. [GA Counts report type: Exhibit].
Professional Society poster sessions are presented under “Additional Contributions in Scholarship / A. Invited Presentations, Lectures, Seminars, Papers, and Posters Presented”

V. Additional Contributions in Scholarship
A. Invited Presentations, Lectures, Seminars, Papers, and Posters Presented
Use this section for invitations (usually peer reviewed) from a professional society (agent association) or other scholarly organization. The audience consists of your professional peers. Include date, title of presentation, name of association or group, location, and number of participants. [GA Counts: Program Area is Professional Society and the appropriate report types]

B. Journal Articles
Include only refereed Journal Articles (most agents are not likely to have many of these). Another common term for refereed is peer reviewed articles. Examples: Journal of Extension, Society for Nutrition Education, Animal Forage Research Journal. [GA Counts Report Type: Media; Media Type: Journal Article (published)]

C. Bulletins, Circulars or Reports
Include numbered Extension publications (again, most agents are not likely to have many these). Circulars or Reports are more common. Include educational fact sheets, annual program reports, etc. [GA Counts Report Type: Media; Appropriate Media Types]

D. Abstracts
Abstracts are written for article submissions, grant proposals, conference paper proposals et al. [GA Counts Report Type: Media; Media Type: Abstracts (published)]

E. Newsletters
If you do a regular newsletter include number of issues and circulation. If you only do a periodic newsletter on a specific topic list them individually by title and date.

If you have a significant number of newsletters in which you are not the author you may want to have two sections here. Maybe something like “Authored Newsletters” and “Non-Authored Newsletters Distributed” [GA Counts Report Type: Media; Media Type: Newsletters/Fact Sheets (published)]

F. Media – TV, Newspaper, Radio
If you do a regular newspaper column, then only indicate how frequently (weekly, monthly, etc.) and the paper(s) that it appears in. If you do an occasional article list by title and date. Use the same guidelines for TV and radio programs. Some people like to list the total number of column inches for newspaper and the number of on-air minutes to
TV and radio. This is up to you. If you know the circulation numbers for the newspaper or the size of the listening audience for TV and radio, that is good information to include. Remember these are articles you wrote or significantly contributed to the content.

If you have a significant number of media in which you are not the author you may want to have two sections here. Maybe something like “A. Authored Media” and “B. Non-Authored Media”

[GA Counts Report Type: Media; Media Type: Newspaper Articles, Columns, and Press Releases, Video and TV, and Radio (published)]

G. Curricula
Technically curricula suggests the development of a comprehensive in-depth educational program. List 4-H, ANR, FACS and other curriculums you developed. You can even report curricula which you adapted to meet your specific programming needs. Make sure to give credit as appropriate and briefly and succinctly describe how you adapted the materials. [GA Counts Report: you must insert your own text after pulling the activity report]

H. Exhibit Displays Created
Record the educational and poster exhibits you created. This is simply the creation of the media. You should record your presentation of the exhibit under Section IV. Other Contributions in Extension or Outreach, Sub-section D. Educational Exhibits [GA Counts Report Type: Media; Media Type: Exhibit (published)]

I. Other Creative Works
Include educational website content you maintain or other creative works such as educational Power Points, podcasts, and online video. [GA Counts Report Type: Media; Books, Book Chapters, PowerPoint Presentations, e-Learning modules, and more (published)]

J. Work submitted for publication
Include items that have been submitted but not yet published. [GA Counts Report Type: Media Produced w/ In Review status]

K. Other Intellectual Contributions
Include online content contributions you may make such as blogs, wikis, eXtension professional community activities, etc. You are sharing your expertise with less formality than a created document, web page, or other training material. [GA Counts Report Type: Other Intellectual Contributions]

VI. Contributions in Research
Agents typically do not have a lot of research activities, but keep in mind opportunities where you work with Specialists on their research efforts. [GA Counts Report Type: Research Conducted]
VII. Grants, Contracts, Gifts & Fund Development
These are usually monetary grants that were solicited by you and are usually designated for a specific project or program. A grant usually requires a follow-up report or summary be provided to the granting agency. Be sure to include the date, the granting agency/fiscal agency, grant partners, the title of the project, and the dollar amount.

Gifts may be solicited or unsolicited and usually do not require a follow-up report. List date received, from whom and the dollar amount. Other fundraising activities would be included in this section. Also consider summarizing annual in-kind contributions made toward your program. [GA Counts Report Type: Fund Development Activity]

VIII. Professional Society Activities (National and State)
This section should include all activities in professional associations such as agent associations. [All the following have the GA Counts program area of Professional Society]

A. Membership
[GA Counts Report Type: Professional Society Membership]

B. Leadership / Special Assignments
[GA Counts Report Type: Special or Society Appointment and Event Judge]

C. Committee / Task Force Activities
[GA Counts Report Type: Committee Activity]

D. Meetings Attended
[GA Counts Report Type: Professional Development]

IX. Service (University, College, Department, Profession, County &/or Community)
University implies university level committee assignments or other special assignments with University-wide implications. College implies college level committee assignments or other special assignments with College-wide implications. Examples include serving on a search committee, award selection committee or college level promotion committee. Similar you may have items for each level. The department for a county agent is his or her district. You should document the scope of each item separately or better yet, create sub categories for each.

A. Leadership / Special Assignments
These are not society assignments but those made by administration [GA Counts report type: Special or Society Appointments]

B. Event Judge Assignments or Invitations
[GA Counts report type: Event Judge]

C. Committee/Task Force Activities
[GA Counts report type: Committee Activities]

D. Peer Review Activities (Publications, Websites, Curriculum, Programs, etc)
Example, include pilot activities where you provided feedback to the developer.  [GA Counts report types: Media Reviewed]

E. Mentoring (New faculty, interns, etc)
If you trained an intern during the year, list the name of the intern and the period of time that you worked with them.

If you were assigned as a mentor for a new agent, include this activity here.

[GA Counts: enter your own data after activity report is generated]

F. Student Recruitment
[GA Counts: enter your own data after activity report is generated]

X. Contributions to Collaborative Efforts
Include any collaborations with other university departments or community agencies (e.g. Family Connections, Parks and Recreation Department, etc.) This part may require a short narrative to describe your role. It is acceptable to duplicate times listed in previous sections of your FAR.  [GA Counts: enter your own data after activity report is generated]

A. Public Service & Outreach

B. UGA Colleges & Schools

C. University System of Georgia

D. Government Agencies

E. Other Organizations

XI. Extension Leadership System (List meeting dates, number of participants, educational component) .  [GA Counts Report Type: Extension Leadership System]

XII. Administrative/Management Duties (Supervision, Budgets, Volunteer Involvement, etc)
Identify the number and position title of those you supervise. Be sure to include surrounding counties if you have responsibilities for the program in those counties.

Summarize volunteer involvement. Include number of volunteers, projects that were volunteer led, etc. Some agents even calculate the total number of volunteer hours. This is not required, but if you have it you may include it.  [GA Counts: enter your own data after activity report is generated]
XIII. Professional Development Activities

A. In-Service Trainings Attended
Include all Extension trainings attended during the past year. List date and title of each training (list winter school classes as individual trainings). [GA Counts report: Data is pulled from ETS and auto-inserted when report is pulled]

B. Other Professional Development
Include any other non-Extension training, graduate courses, or short courses attended. You may want to include hours of instruction received as appropriate. Also, you should note if the continuing education is part of a graduate program and summarize that program and your progress. [GA Counts Report Type: Professional Development w/ program area of ANR, FACS, 4-H or Support]

XIV. Program Accomplishments (Expands on the efforts documented in sections II-XIII)

A. Needs Assessment Activities
List all needs assessment activities. Examples include program development team meetings, surveys, and various informal methods of needs assessment. Describe what difference the needs assessment activities made in your program and your plan of work. For instance, ELS raised a new issue or identified an underserved audience or suggested new delivery methods. [GA Counts: enter your own data after activity report is generated]

B. Significant Program Accomplishments (Describe your three most significant activities, achievements, or impacts in the last year.)
This will be in narrative form and will include your top 3 programmatic impacts for the year. Whenever possible, include quantitative and qualitative data to support the program accomplishments. Here is where you will use the outcome based evaluation data you have been collecting. Every year may not have evaluation data but eventually the data should help you express your accomplishments. Your logic models and plans of work should closely mirror your accomplishments. This section will help you build your accomplishment section of your future dossier. Enter non-programmatic accomplishments below in Section XIV Sub-section C. [GA Counts: enter your own data after activity report is generated]

C. Additional Achievements or Activities (Describe additional activities, achievements, or impacts in the last year. This may include programs in process)

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