

FACULTY DATA SHEET SUMMARY

[First Name] [Initial of: [Middle Name]] [Last Name]

Qualification:	AACSB: Primary Teaching Area: Qualification (2003 Standards)	
Graduate Faculty:	Graduate Faculty	Tenured: Tenure Status Year Hired at CSU: Start Month Start Day, Start Year

Education:

Degree	Institution	Year	Major/Minor
Screen: <i>Education</i> Items: All records			
[Degree] or [Explanation of "Other"]	School	Date Completed: Year Completed	Emphasis/Major
Screen: <i>Education</i> Items: All records			

Education Details

[[Degree] or [Explanation of "Other"]], [School], [Date Completed: Year Completed].
 Emphasis/major: [Emphasis/Major]
 Supporting Areas of Emphasis: [Supporting Areas of Emphasis]
 Dissertation Title: [Dissertation Title]

Screen: <i>Academic, Military and Professional Positions</i> Items: Records not displayed above Criteria (is one of): 1. <i>Experience Type</i> is equal to "Academic" 2. <i>Experience Type</i> does not have a value
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Academic Appointments

[Title/Rank/Position], [Organization]. ([Start Date: Month Start Date: Day, Start Date: Year - End
Date: Month End Date: Day, End Date: Year]).

Intellectual Contributions Summary for Report Start Date - Report End Date

Intellectual Contribution	Applied	Basic Research	Instructional	Total
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	Research		Development	
Journal Articles	1	1	1	Sum of " <i>1</i> ", " <i>1</i> " and " <i>1</i> "
Published Proceedings	1	1	1	Sum of " <i>1</i> ", " <i>1</i> " and " <i>1</i> "
Papers Presented, Not Published	1	1	1	Sum of " <i>1</i> ", " <i>1</i> " and " <i>1</i> "
Other	1	1	1	Sum of " <i>1</i> ", " <i>1</i> " and " <i>1</i> "
Total	4	4	4	12

Screen: **Intellectual Contributions**
Items: All records
Criteria:
1. **Current Status** is one of: "Published", "Accepted" and **Contribution Type** contains the text "Journal Article"

Journal Articles

Applied Research

[list of **Authors**] as "[Last Name], [F. N.] [M. N.]" ([Date Published: Year]). [Title of Contribution.]
In [list of **Authors**] as "[F. N.] [M. N.] [Last Name]" [(Ed.), (s.),] [*If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work*] [(Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages)]. [City and State of Journal/Publisher]:
[[Publisher/Proceedings Publisher]][.] [Web Address]

Screen: **Intellectual Contributions**
Items: All records
Criteria:
1. **Current Status** is one of: "Published", "Accepted" and **Contribution Type** is equal to "Conference Proceeding"

Published Proceedings

Applied Research

[list of **Authors**] as "[Last Name], [F. N.] [M. N.]" ([Date Published: Year]). [Title of Contribution.]
In [list of **Authors**] as "[F. N.] [M. N.] [Last Name]" [(Ed.), (s.),] [*If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work*] [(Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages)]. [City and State of Journal/Publisher]:
[[Publisher/Proceedings Publisher]][.] [Web Address]

Screen: **Presentations**
Items: All records

Papers Presented, Not Published

Applied Research

[list of **Presenters/Authors** as "[Last Name], [F. N.] [M. N.] ([Role])", [Conference/Meeting Name], "[Title]," [Sponsoring Organization], [Location]. ([Date: Month Date: Day, Date: Year]).

Screen: **Intellectual Contributions**

Items: All records

Criteria:

1. **Current Status** is one of: "Published", "Accepted" and not **Contribution Type** contains the text "Journal Article" or **Contribution Type** is equal to "Conference Proceeding"

Other

Applied Research

[list of **Authors** as "[Last Name], [F. N.] [M. N.]" ([Date Published: Year]). [Title of Contribution.]
In [list of **Authors** as "[F. N.] [M. N.] [Last Name]" ([Ed.),(s.),) *[If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work]* ([Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages])[.] [City and State of Journal/Publisher]:
[[Publisher/Proceedings Publisher]][.] [Web Address]

Screen: **Academic, Military and Professional Positions**

Items: Records not displayed above

Relevant Non Academic Experience

[Title/Rank/Position], [Organization]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).

Screen: **Consulting**

Items: Records not displayed above

Consulting

[[Consulting Type] or [Explanation of "Other"]], [Client/Organization], [Location], [Compensated or Pro Bono?], approximately [Approx. Number of Hours Spent Per Year] hours spent per year. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).

Screen: **Non-Credit Instruction Taught**

Items: Records not displayed above

Instructional Activities and Development

[[Instruction Type] or [Explanation of "Other"]], [Sponsoring Organization], [Number of Participants] participants. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).

Screen: **Scheduled Teaching**

Items: All records

Primary Course Responsibilities

[Term and Year:

Term] [Term and

Year: Year]

Course	Title	Enrollment	CRN	Syllabus
[Course Prefix] [Course Number]	Course Name	Official Enrollment Number	CRN	URL to download: [Syllabus for this course]

Screen: **Scheduled Teaching**
 Items: All records
 Criteria:
 1. **Describe any new materials or experiential learning activities.** has a value

Instructional Innovations

[Course Prefix] [Course Number] - [Section Number], [Course Name]
 New Teaching Material: [Describe any new materials or experiential learning activities.]

Screen: **Licensures and Certifications**
 Items: Records not displayed above

Professional Memberships and Certifications

[Title], [Sponsoring Organization]. ([Date Obtained: Month Date Obtained: Day, Date Obtained: Year
 - Expiration Date: Month Expiration Date: Day, Expiration Date: Year]).

Screen: **Awards and Honors**
 Items: Records not displayed above

Honors and Special Recognitions

Purpose

[Award or Honor Name], [Organization/Sponsor]. ([Date: Month Date: Day, Date: Year]).

Screen: **Faculty Development Activities Attended**
 Items: Records not displayed above

Professional Development

[[Activity Type] or [Explanation of "Other"]], "[Title]", [Sponsoring Organization], [City, State].
 ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End
 Date: Year]).

Screen: **Contracts, Grants and Sponsored Research**
 Items: Records not displayed above

Contracts, Grants, and Sponsored Research

Current Status

[list of Investigators as "[Last Name], [F. N.] [M. N.] ([Role])", "[Contract/Grant/Research
 Title]", Sponsored by [Sponsoring Organization], [Awarding Organization Is], \$[Amount]. ([Start
 Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date:
 Year]).

Screen: **General Service**
 Items: Records not displayed above

Service

Institutional

[[Position/Role] or [Explanation of "Other"]], [Organization/Committee/Club]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).

Screen: ***Editorial and Review Activities***
Items: Records not displayed above

Editorial Activities

[Position/Role], [Organization/Committee], [Title of Publication Reviewed/Edited]. ([Start Date: Month Start Date: Day, Start Date: Year - End Date: Month End Date: Day, End Date: Year]).

Screen: ***Research Currently in Progress***
Items: Records not displayed above

Research Currently in Progress

[Title], [Status], [Research Type].

Collaborators: [list of [**Collaborators**] as "[Name] ([Institution/Company])"].

Screen: ***Intellectual Contributions***
Items: Records not displayed above

Unpublished Intellectual Contributions

[[*Contribution Type*] or [Explanation of "Other"]] ([*Current Status*])

[list of [**Authors**] as "[Last Name], [F. N.] [M. N.]" ([Date Published: Year]). [Title of Contribution.] In [list of [**Authors**] as "[F. N.] [M. N.] [Last Name]" [(Ed.),(s.),)] <i>[If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work]</i> ([Issue Number/Edition ed., vol. Volume, pp. Page Numbers or Number of Pages])[.] [City and State of Journal/Publisher]: [[Publisher/Proceedings Publisher]][.] [Web Address]