

A guide to enter information in ACTIVITY INSIGHT	
This Piece of Information...	Goes Here in Activity Insight...
Duties resulting in Release Time	Release Time
Guest lecture; Presentation at (for example): Seminar, Continuing Education, Workshop, Continuing Education non-academic Certificate	Non-Credit Instruction Taught
Thesis Committees; Supervised Research/Project; Student Internship; Honors thesis; Supervised Teaching Event; other directed activities	Directed student Learning
Your engagement leading to student publications, student involvement in conferences, your student as a success story, activity/event designed for student success, student preparation for competitions including Research Colloquium and Capitol Research day, and so on	Narratives for Annual Faculty Review...Student Involvement and Success (this may be in addition to entries at appropriate places)
Recruitment Activities such as Department/College Open Houses; Rumble in the Jungle; Gorilla Journeys; On-Campus Activities toward recruitment; Off-campus recruitment; High School career day attendance; Prospective student tours; Community College involvement	Narratives for Annual Faculty Review...Recruitment (present a numbered list of activities)
New teaching material that you have developed/implemented and/or learning-enhancing activities in courses/programs that you are NOT teaching; New course development	Narratives for Annual Faculty Review... Other Course revisions, Curriculum Development, and Course Content
Any additional activities related to service that you believe would be helpful in evaluating your annual performance	Narratives for Annual Faculty Review...Other Service Activities
Any additional information you feel would be helpful in evaluating your annual performance.	Narratives for Annual Faculty Review...Comments
Course pedagogical innovation; new teaching material developed in a course; activities that enhanced student learning in a course; Course revision and Curriculum Development of the courses that you ARE teaching	Scheduled Teaching...text boxes toward bottom
Goals and Objectives; Weighting Percentages	Your chairperson will enter for you
Expert testimony; Litigation; Paid/Unpaid consulting; Academic; Government or Non-Government; Industry	Consulting
Conferences attended (no presentation); Attendance at: Con Ed Programs, faculty Internship, Seminar, Tutorial, Workshop, Webinar, Grant Writing, Other	Faculty Development Activities Attended
Awards and Honors of all kinds (e.g., Leadership; Teaching; Scholarship; Service from Department to International)	Awards and Honors
Advising students; office hours; informal advising	Academic Advising
Patent or Copyright	Intellectual Property
Writing in books; Broadcast media; Conference/Journal articles; Software; Technical Reports; Professional Blog; anything that your disciplines considers intellectual	Intellectual Contributions
Keynote address; Lecture; Oral paper/poster presentation (in a Conference/ Panel/Roundtable/Seminar/Session/Workshop); demonstrations	Presentations
Musical performance; Exhibit; Novel, Non-Fiction; Fiction; Creative Work	Artistic and Professional Performances and Exhibits
Contributions, as for example, in TV, Radio, Newspapers, Magazines, Internet	Media Contributions OR Intellectual Contributions under Broadcast Media if considered equivalent to research article
Speaker off-campus involving trip for funding or developing partnerships and connections	External Connections and Partnerships
Editor/co-editor of Journal Service; Officer in Professional Organization	Service: Professional
Fellowship/Scholarship (e.g., Fulbright); grants; sponsored research	Contracts, Grants, and Sponsored research
Scholarly Activity in Planning, Ongoing, or in Writing Phase	Research Currently in Progress
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Consider this a living document; send me more inclusions or revisions...Pawan Kahol (pkahol@pittstate.edu)	