

DoCS Faculty Annual Activity Report
How-To Instructions
Version 1, 3-3-2015

- I. The SME will be pre-loaded before you get the document. If this is not the SME you have, contact the office immediately.
- II. The five year goals are covered by a 5 year SME. You can reference the SME and simply state how you are going to accomplish the SME. If you have some stretch goals beyond the SME, they go in here. Note that the section headings follow the SME categories.
- III. The self-reflection part is a statement in which you detail how well you are doing meeting your goals, how they are aligned with the mission of the CVM, and how your plans have altered in response to the past year's events. Please note that this is your HIGH LEVEL reflection. You will be doing the specific self-assessment in each of the following sections.
- IV. PART A. In the Teaching chart, please note that you will insert new lines for each activity in a course. Thus, if you give lecture, labs and small-group sessions in a course, you will have 3 lines for that course. That will help us all stay straight as to the various activities. The evaluation data comes from your didactic instructor evaluations and CRESS evaluations for the previous fall semester and the spring semester from the year before.

PART B. This is a new section, in which you can put any instructional development activities.

PART C. This is where you list your mentors (Advisees). For a list of your advisees, you can go to the student affairs page (<http://www.cvm.ncsu.edu/dvm/advising.html>) and log into the Advisors and Advisees section in the box in the upper right (it's actually a lot smaller than this) . You will get a list of every student and their advisor.

Useful Links

- [MyPack Portal \(SIS\)](#)
- [4th Year Performance Graphs](#)
- [Competency Tracking System](#)
- [Advisors and Advisees](#)
- [DVM Faculty Services](#)

- [DVM Forms](#)

OR you can go to the clinical competencies page (<http://www.cvm.ncsu.edu/dvm/clincomp.html>) and log into the Competency Tracking System. This will give you a list of your advisees.

When you are listing all the wonderful things that your mentees/advisees have done, please remember that this is for the past year, not from the start of time!

- V. PART A is your bibliography from the last year. You can put it in any bibliographic style you want. Please note that book chapters go in here, in agreement with the University organization. They actually count towards Extension in our department, but putting them here will make it easier when you build your dossier for RPT or PTR. For PART B, if RADAR captures your activity, you can copy and paste. If not, then please fill in the chart. Part C lets you document all the other scholarly activity you accomplish.
- VI. In PART A, please do not double list talks. They are either talks with or without proceedings. If they have proceedings, that serves to document that you did the talk. If there were no proceedings, list the title of the talk. When you are deciding if an activity is international, follow this rule: if you crossed a border that required you to show a passport, it's international. I know there are international meetings in the US, but they require justification to be counted as international, so lump them in national and we can discuss them. If, instead of speaking, you were a program chair or organizer, estimate the number of sessions you organized and the audience.

In PART B, please do the math to convert to the approximate number of clinic weeks. This is the standard unit. For the out of hours and emergency hours estimate, the main point is to capture the excess over the cases seen as part of your normal day. You can justify how you calculated the time (anything over 60 hours/week, an average number of hours X the number of cases

seen, etc). The goal here is to document which services are carrying the bulk of the emergency duty.

- VII. Only fill this out if you have something to report.
- VIII. Please note the instruction to list activities to promote diversity. This is the main place we are capturing diversity efforts and your report should document what you are doing in this sphere. The difference between professional organizations and non-professional organizations has to do with the focus of the organization. Your specialty college, the AVMA, or AAFC are professional organizations. An extension focused organization (NC Horse Council, Wildlife Rehabilitators of North Carolina), a welfare organization, or a government entity that you advise is a non-professional organization. The organizations listed should relate to your professional life, no matter how passionate you are about the National Beer Pong Association.
- IX. The Mentor's report will be put in by the department and will document that you met with your mentor and will list any comments that are relevant to your activities.

When you are all done, click the REVIEW tab at the top. Click on the Delete Comment (it's a folded over page with an X on it). There will be a drop down that lets you remove all the comments in the document.

Please note that we have attempted to clarify the Annual Activity Report with this document and the comments within the document. If you find something that is missing or unclear, please let Dr. Hardie know.