



The green comments interleaved below are meant to answer frequently asked questions and give clarity to what is most helpful to the CS Personnel Committee with regard to filling out the FAR. The comments are not meant to be narrowly prescriptive in terms of formatting. If you made a contribution that you feel is worth mentioning, please include it somewhere.

Many sections do not apply to everyone. If there is no comment, it either means the section is self-explanatory or that few people need to include anything in that section.

The red comments below are from the COE FAR template and describe the interaction between Elements and the automatically generated FAR.

This eFAR template has many instructions/explanations in red type that will not appear in the generated eFAR but serve to guide faculty in knowing where information comes from for the eFAR. The template is accessed via UDC (University Data Commons) which is a vast warehouse of many databases from the university. Having the template here permits data to be pulled from faculty Elements profile as well as many other databases UDC uses but is not accessible to Elements (such as some OSP information, research expenditures, SPOT scores, etc.)

Access the template through
<https://udc.vt.edu>

Select the block for "Faculty Activity", and then in the pull-down menu on the top right for "Faculty Activity Reports", select "Individual". For the "Report", select the "CoE Annual Faculty Activity Report". Enter the start date of January 1 of the FAR year, and end date of December 31 of the FAR year. Click "Download Report" to see your generated eFAR. Note that this template can be downloaded at the bottom of this UDC webpage.

ANNUAL FACULTY ACTIVITY REPORT

01-01-2021 – 12-31-2021

(Auto-Imported from dates manually entered in UDC to generate report)

Name: Lenwood Scott Heath
((Auto-Imported from Elements profile))
Department: Computer Science
((Auto-Imported from Elements profile))
Position: Professor
((Auto-Imported from Elements profile))

SECTION ONE — PROFESSIONAL PLAN FOR CALENDAR YEAR 2022

(Faculty writes Section One details into generated eFAR document)

List major goals that you wish to accomplish in the next calendar year, including curriculum revision, research proposal submissions, papers you want to write and submit, conferences you plan to host, short courses you want to give and international programs that you plan to create or support, etc.

- SECTION ONE is meant to be helpful both to you and the reviewers. Think about your goals for the present year at a relatively high level, but with enough detail that the committee can get a sense that you are taking this seriously and have plans.
- “Write 3 papers” is not very helpful; but a long paragraph on each student and each research thread is more than necessary. The most effective summaries are typically a few sentences or bullets or paragraphs per section.
- You don’t have to enter something in every section. Some years you may not have any particular outreach or international goals, for example.
- Nothing you write here is viewed as a promise that you will be held to! No one gets everything done in a year that they hope to. However, taking the time to list in some detail the elements of your intended path is a useful exercise; the Personnel Committee gets a valuable sense of your professional growth and aspirations from this section.

I. Teaching and Advising Effectiveness Goals

Mention plans you have to update/modify/create courses or course materials, even if tentative.

A brief summary of your research student mentoring goes here. It is helpful to list your students and a short note about their anticipated progress this year. Some organize this by research thread; others by level (e.g., PhD, MS, undergraduate); others just student-by-student. Mention any plans to grow your group and other relevant plans for the membership or activities of your research group.

II. Research Goals

Briefly summarize the status of your current research threads/themes/thrusts as well as thoughts about new directions or collaborations or strategies that you are beginning or considering. Also mention how your funding contributes to these projects and any plans you have for new proposal writing and submission.

III. Scholarship Goals

This area can be used to list publications that you intend to contribute to this year (revising, preparing, submitting, etc.). However, there is no need to be redundant with the previous two sections; if you find it easier to list publishing plans as part of the research themes or student descriptions in the previous sections, that's fine. There may still be other publishing or scholarly contribution plans that should be listed here, of course.

IV. Service Goals

A brief summary or list of the items you predict you'll list on your FAR next year for internal and external professional service. Extra details are useful for particularly impactful service roles or for roles that reflect new strategic directions or decisions.

V. Outreach/International/Diversity Goals

This section anticipates items you will report in Section V of Part two next year. Not all faculty are active every year in outreach or international activities; but we can all contribute in some way in the area of diversity.

In terms of outreach and international activities, only list things that haven't been mentioned already above. The emphasis is on activities that have a clear outreach or international dimension. Plans to visit or host international collaborators are worth mentioning. Serving on a PC for an international conference is not worth listing since presumably you have listed the PC membership under service goals, and most of our conferences are international in scope.

Mention any ideas and plans you have to contribute to the department's goals in diversity and inclusion.

SECTION TWO — ACCOMPLISHMENTS FOR CALENDAR YEAR 2021

(Information in Section Two is either auto-imported from an existing university database or from faculty entered data into Elements, as indicated below. When using Elements, be sure to include in the record all the information designated from table column headers. When no table is shown, enter all information in the Elements record you feel pertinent to describe the activity.)

I. Teaching and Advising Effectiveness

A. Chronological list of courses taught (Auto-Imported from Registrar into Elements)

Semester	Course Subject	Course Code	Course Name	Credit Hours	# Enrolled (# Respond)	% Responsible *	SPOT Score 1E (mean, std) * * *	Dept Avg SPOT (College Avg SPOT) * *
Spring 2021	CS	3824	Intro Comp Bio Bioinformatics	3.0	25 (8)	100	5.00,0.76	4.95(4.97)
Fall 2021	CS	5114	Theory of Algorithms	3.0	45(35)	100	5.2,0.45	4.95(4.97)

* These fields are not present in Elements but are auto-imported into the generated report.

* For privacy reasons, this data is not pulled if the number of respondents was 3 or less.

Independent study and undergrad research enrollments should appear here. But whether they do or not, list the students by name in Section D.1 below.

B. New Courses Developed or Other Course Teaching Improvements (Enter into Elements)

Course/Improvement Title	Dates	Description (to include degree level and # credit hours for courses developed)

Teaching activities → Courses Developed

Teaching activities → Other teaching

If you invested time improving your course (e.g., new major projects, incorporating a new text or approach, changing the reading list), it is worth a brief mention. It doesn't have to be an entirely new course.

C. Grants and Gifts for Teaching, Course Development, and/or Laboratory Innovation (Enter into Elements only those not submitted through OSP/Summit)

Dates	Sponsor/Donor	Nature of the Grant	Grant Value

Grants → Internal Funding

Filter: User Relationship IN [Primary investigator of, Co-primary investigator of, Secondary Investigator of]

Filter: Types = Educational

Grants → External Funding

Filter: User Relationship IN [Primary investigator of, Co-primary investigator of, Secondary Investigator of]

Filter: Types = Educational

Filter: The data was entered manually, not automatically from OSP

D. Academic, Career and/or Research Advising Responsibilities

1. Undergraduate Students (Enter into Elements)

Teaching Activities → Undergraduate Student Supervision

No need to guess at graduation date for undergraduates. Just put a good guess at the start and end date that they worked with you on independent study, undergraduate research, wages, volunteer in your lab, etc.

_____ Supervised Undergraduate Researchers _____

Student Name: William Sapphire

Advising Dates: 08-15-2021 – 12-31-2021

Details: Locating Lost Cellphones

2. Graduate Students (Enter into Elements)

Teaching Activities → Graduate student supervision

Guessing at graduation dates for graduate students is recommended and useful. But we don't expect you to know for sure, especially for students where you are only a committee member, not the advisor.

_____ Chair or Co-Chair _____

Student Name: Alice Baker

Advising Dates: 08-15-2021 –

Degree Sought: PhD

Degree Subject: Computer Science

Title: TBD

Advisory Role: Committee Chair

Student Name: John Poindexter

Advising Dates: 08-15-2018 –

Degree Sought: PhD

Degree Subject: Computer Science

Title: Solving Climate Change with Machine Learning

Advisory Role: Committee Chair

Student Name: Beverly Smith
Advising Dates: 08-15-2020 –
Degree Sought: MS
Degree Subject: Computer Science
Title: Tracing SARS-CoV-2 Spread in Blacksburg
Advisory Role: Committee Chair

Committee Member

Student Name: Hilbert Walker
Advising Dates: 08-15-2017 – 05-17-2021
Degree Sought: PhD
Degree Subject: Biological Sciences
Title: Developing a Hybrid of Bats and Frogs
Advisory Role: Committee Member

3. Other student advising activity (student societies, clubs, career counseling, etc.) (Enter into Elements)

Professional Activities → Service to students

Fields pulled: [Name of activity, Description, Organization scope, Start date, End date]

For many people, this is blank. If you wrote several letters of recommendation for students this year, that could be mentioned here. Serving as faculty advisor for a student group, or serving as a judge for a hackathon or student research symposium could be listed here as well.

E. Demonstrated efforts to improve one's teaching effectiveness (Enter into Elements)

Teaching Activities → Effort to improve teaching

Fields pulled: [Title, Description, Sponsor, Contact Hours, Start date]

Taking an NLI course that improved your teaching would be listed here, for example.

II. Research Activity

A. Research Participation

1. External Research Proposals Submitted (Auto-Imported from OSP: NOT YET IMPLEMENTED)

Project Title	Funder	Proposal Dollar Amount	Faculty Dollar Share	Dates	Role (PI, CoPI) and % Responsibility	Co-investigators and % Responsibility
Expanding AI to Find Life on Other Planets	National Science Foundation	\$9,070,057	\$4,445,001	2022-01-01 – 2027-12-31	Co-PI, 50%	Isaac Newton, PI, 50%

2. External Research Funded (Auto-Imported from OSP into Elements)

Project Title	Funder	Grant Dollar Amount	Faculty Dollar Share	Dates	Role (PI, CoPI) and % Responsibility	Co-investigators and % Responsibility
Optimal Algorithms for Scheduling Surgeries	National Institutes of Health	\$2,000,000	\$1,200,000	2022-05-16 – 2025-05-15	PI, 60%	Amelia Earhart, Co-PI, 40%

3. External Ongoing Research from Previous Years (Auto-Imported from OSP into Elements)

Project Title	Funder	Grant Dollar Amount	Faculty Dollar Share	Dates	Role (PI, CoPI) and % Responsibility	Co-investigators and % Responsibility
Growing Algorithms on Trees	DARPA	\$4,500,000	\$600,000	2022-08-16 – 2027-08-15	Co-PI, 15%	Donald Knuth, PI, 85%

4. Internal Funding (Enter into Elements)

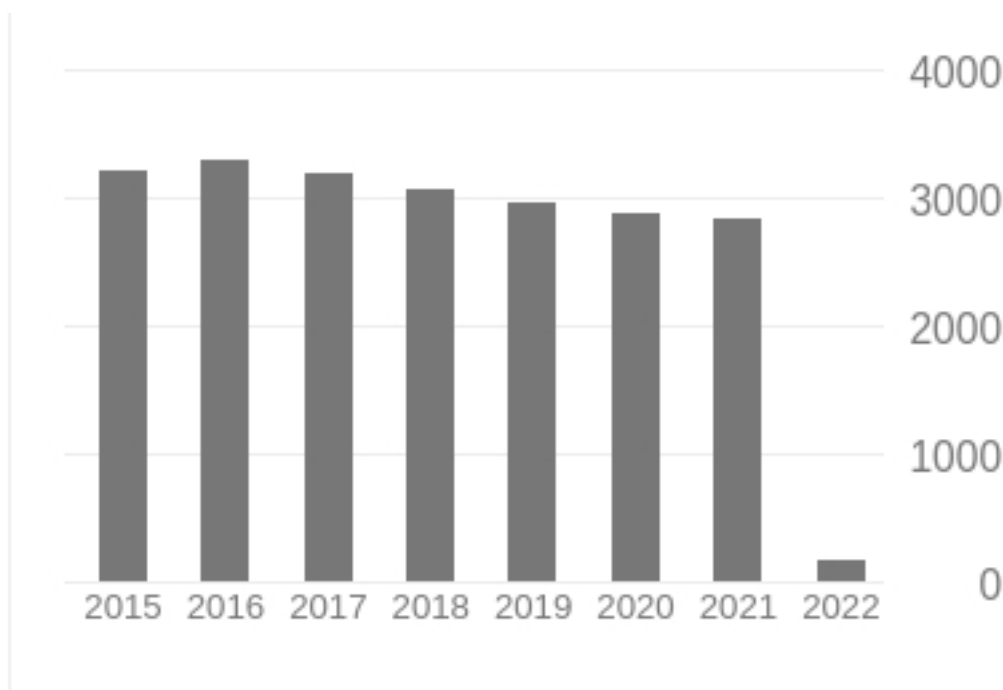
5. 2021 Research Expenditures: (Auto-Imported from UDC)

- B. Other External Support Received (Enter into Elements) (such as equipment, computing/equipment time, in-kind support; SCHEV equipment should NOT be included.)

III. Scholarship

Total Google Scholar Citations	h-index from Google Scholar	2021 Google Scholar Citations
85504	109	2900 ¹
(Auto-imported from GS)		Pulls Google Scholar citations for the reporting year. The reporting year is the first available option from the following list: the report start date, the report end date, the current date.
Google Scholar URL: http://scholar.google.com/citations?user=9VDFIQoAAAAJ (Enter once into Elements profile)		

Replace this image with your Google Scholar bar chart from the eFAR Word document. Or just delete it!



This is taken from Dick Karp's Google Scholar page, with apologies!

General Directions for Scholarship

Except for Items F (accepted) and G (submitted), list only items actually published or awarded. Include authors (in same order as they appear in publications and put an asterisk (*) by the names

of student authors), title, journal or proceedings, volume, number, pages, month, and year. Beginning and ending page numbers *must* be included, if available; otherwise, include number of pages.

A. Books (Enter into Elements if not imported from ORCID)

Scholarly and Creative Works → Books

Filter: User Relationship = Author of

Fields pulled: APA6 Citation (autogenerated)

B. Chapters of Books, Editor of Books, or Editor of Proceedings (Enter into Elements if not imported from ORCID)

Scholarly and Creative Works → Books

Filter: User Relationship = Editor of

Fields pulled: APA6 Citation (autogenerated)

Scholarly and Creative Works → Book chapter

Filter: User Relationship = Author of

Fields pulled: APA6 Citation (autogenerated)

Professional Activities → Editorial/Curatorial

Filter: Type of publication or event = Conference proceedings

Filter: Role = Editor/Curator

Fields pulled: [Name, Type of publication or event, Role, Description, Start date, End date]

C. Referred Journal Articles Published (Auto-Imported from Elements/ORCID for current year)

Scholarly and Creative Works → Refereed Journal Article

Filter: User Relationship = Author of

Filter: Status IN [Published, Published Online]

Fields pulled: APA6 Citation (autogenerated)

D. Conference Proceedings/Publications (Enter into Elements)

1. Accepted on the basis of peer review of full paper. Include conference name, location and date as well as full bibliographic information. On multi-author papers, underline who made the presentation.

Scholarly and Creative Works → Conference Paper or Presentation

Filter: User Relationship = Author of

Filter: Peer reviewed? = Yes, full paper

Fields pulled: APA6 Citation (autogenerated)

2. Accepted on basis of abstract. Include conference names, location, and date. Give paper number if identified as a pamphlet paper. Give full bibliographic information and page numbers if included in proceedings. On multi-author papers, underline who made the presentation.

Scholarly and Creative Works → Conference Paper or Presentation

Filter: User Relationship = Author of

Filter: Peer reviewed? = Yes, abstract only

Fields pulled: APA6 Citation (autogenerated)

E. Other Papers and Reports Enter into Elements)

Scholarly and Creative Works → Journal article

Filter: User Relationship = Author of

Fields pulled: APA6 Citation (autogenerated)

Scholarly and Creative Works → Report

Filter: User Relationship = Author of

Fields pulled: APA6 Citation (autogenerated)

Examples that appear in this section include book reviews, editorials, special section introductions, popular articles in technical journals, etc.

F. Publications Accepted but not yet Published Online or in Print Enter into Elements)

Scholarly and Creative Works → Refereed Journal Article

Filter: User Relationship = Author of

Filter: Status = "Accepted"

Fields pulled: APA6 Citation (autogenerated)

Conference and journal papers accepted (but not yet given or appearing) before 12/31/2021 would go here. Papers accepted after 12/31/2021 should be listed in Section G below since this FAR reflects 2021 activities.

G. Publications Submitted but not yet Accepted Enter into Elements)

Scholarly and Creative Works → Refereed Journal Article

Filter: User Relationship = Author of

Filter: Status = "Submitted"

Fields pulled: APA6 Citation (autogenerated)

H. Software, Patents, and Disclosures (pre-patent) Enter into Elements)

Scholarly and Creative Works → Software/Code

Filter: User Relationship = Author of

Fields pulled: APA6 Citation (autogenerated)

Scholarly and Creative Works → Patent

Filter: User Relationship = Author of

Fields pulled: APA6 Citation (autogenerated)

Scholarly and Creative Works → Disclosure

Filter: User Relationship = Author of

Fields pulled: APA6 Citation (autogenerated)

Only include items that had new activity this year (with an associated date so that it appears on this year's FAR), e.g., released, significant update, patent filed, granted. This is not the place to list all the software you have released in your entire career (that goes on your CV).

I. Talks, Lectures Presented by Faculty Member (include only work not reported elsewhere in Section III.) Enter into Elements)

Scholarly and Creative Works → Presentation (not at a conference)

Filter: User Relationship = Author of

Fields pulled: APA6 Citation (autogenerated)

IV. Service

A. Professional Service Enter into Elements)

(such as service on national commissions, boards of governmental agencies, grant agency peer review panels, advisory groups to other university, professional associations, etc)

1. Session chair or co-chair at regional, national, or international conferences

Scholarly and Creative Works → Conference Paper or Presentation

Filter: User Relationship = Contributor to

Filter: Type of presentation or publication IN ["Other—Discussant", "Other—Session chair/organizer"]

Fields pulled: APA6 Citation (autogenerated)

This is just sessions that you chaired, i.e., you moderated the session. Heavier contributions (e.g., organizing and committee service) are listed in the next section.

2. Committee assignments, councils or commissions, journal editor, reviewer (include # reviews done for year); indicate level of activity or offices held.

Professional Activities → Committee Service

Filter: Institutional scope = Professional

Fields pulled: [Committee name, Committee role, Institutional Scope, Description, Start date, End date]

- This is the place to list roles on conference program committees.
- PC membership should generally only be listed on one FAR. Typically, that would be in the year you did the reviews, e.g., list in 2018 if you did the reviews in 2018, even if the conference occurs in 2019. In that case, you shouldn't list it again in 2019.
- However, it is fine to list a major role like general chair or PC chair for two years if the work spans both years, which it often does.
- Give full name of the conference, not just the acronym.
- You can use the "Description" field in Elements to add important explanatory details, e.g., "Workshop held in conjunction with XYZ Conference", "reviewed 10 papers".

Professional Activities → Manuscript reviewing/refereeing

Filter: Start date = January 1 of the reporting year *

Filter: End date = December 31 of the reporting year *

Filter: Works reviewed/refereed during reporting period (enter the # of reviews for the calendar year)

Fields pulled: [Journal publisher conference or other organization, Publication type, Work reviewed/refereed during time frame, Description, Start date, End date]

* The reporting year is the first available option from the following list: the report start date, the report end date, the current date.

Professional Activities → Grant Proposal Review

Fields pulled: [Funding organization, Number of applications assessed, Description, Start date, End date]

Professional Activities → Program or Institutional Review

Fields pulled: [Institution reviewed, Department division or program, Description, Start date, End date]

Professional Activities → Promotion/Tenure Assessment

Fields pulled: [Institution, Department/Division, Number of assessments, Start date, End date]

Professional Activities → Editorial/Curatorial

Filter: Type of publication or event = Journal

Filter: Role = (any really but needs to be entered)

Fields pulled: [Name, Type of publication or event, Role, Description, Start date, End date]

B. Service to the Department, College, University, State Enter into Elements)

(such as search committees on which you participated, student recruiting, faculty mentoring, etc.)

The emphasis here is on formal roles that you had, i.e., committee assignments, organizing and leadership roles, non-routine tasks. Routine participation in the life of the department (e.g., faculty search process, Green Thursday, Draft Day, affiliation with a center) is basic citizenship; these are expected (and appreciated!), but they don't need to be itemized in your FAR.

The emphasis is on activities for this year. The fact that you were a founding member of something several years ago belongs on your CV, not your FAR. If you are still active as a member of the leadership team of that entity, then that should be listed on this year's FAR.

Professional Activities → Committee Service

Filter: Institutional scope IN [Department, College, University] OR Geographic scope = State
Fields pulled: [Committee name, Committee role, Institutional Scope, Description, Start date, End date]

Professional Activities → Service to Colleagues

Fields pulled: [Named of activity, Description, Organizational scope, Organization, Start date, End date]

Professional Activities → Administrative Assignment

Fields pulled: [Title, Description, Institutional Scope, Name of Institution, Approximate hours spent, Purpose, Start date, End date]

C. External Consulting (2021 Calendar Year) Enter into Elements)

(Professional activity approved by the department and university related to an individual's area of expertise, where that individual generally receives compensation from and is not acting as an agent of the university)

Client	Location	No. of Days Served	Description (Include Continuing/Concluded)	Status
This should be the "Name of consulting activity" in Elements				

Professional Activities → Consulting/Advisory

V. Outreach/International/Diversity Activities (Enter into Elements)

A. Continuing Education Programs (workshops, short courses, seminars that you led)

Course/Program Name	Dates *	Description (Include # attending) **	Sponsoring Organization

Professional Activities → Workshop/Short Courses Led

* Be sure to enter the start date and end date in the record so it can be pulled accurately for the calendar year of the eFAR.

** The number of attending is its own field, independent of 'Description'. Fill both fields out and they will populate in the column.

B. Outreach Activities

This is a good place to put any “outward facing” contributions that don’t fit elsewhere. Examples might be giving talks to community or student groups, being part of panel for alumni, reviewing proposals for a Virginia economic development initiative, etc. If you have press or media mentions or interviews that you would like to list, this would be a good place.

Name of Activity	Start/End Dates	Description (Including institutional scope) *

Professional Activities → Other Professional Activity

Filter: Purpose = Outreach and Extension

* 'Institutional scope' is its own field, independent of 'Description'. Fill both fields out and they will populate in the column

C. International Activities (including dual degree programs initiated/coordinated; study abroad programs led or organized — indicate number of students, dates and duration, countries visited, collaborating institution(s) and sources of funding for the program.)

Name of Activity	Start/End Dates	Description (Including institutional scope) *

Professional Activities → Other Professional Activity

Filter: Purpose = International Activity

* 'Institutional scope' is its own field, independent of 'Description'. Fill both fields out and they will populate in the column

D. Diversity Activities (such as self-education, leadership, mentoring/counseling/advising, recruitment initiatives, pipeline initiatives, incorporating diversity-related scholarship in courses)

Please give serious and creative thought to this aspect of your contributions; it is of first order importance to our professional and personal lives and to the success of the department. Small steps are valuable. Good ideas or practices shared here can be shared across the department to enrich our community more broadly. Maybe you read a book or an article or watched a movie, and discussed it with your students. Maybe you took an extra step to seek out and encourage or advise a group of students in your course. Maybe you supported or encouraged one of your students to participate in a professional development opportunity for students underrepresented in computer science.

Name of Activity	Start/End Dates	Description (Including institutional scope) *

Professional Activities → Other Professional Activity

Filter: Purpose = Diversity

* 'Institutional scope' is its own field, independent of 'Description'. Fill both fields out and they will populate in the column

E. Extension Activities

Name of Activity	Start/End Dates *	Description

Professional Activities → Extension Activity

* Be sure to enter the publication/presentation date in the record so it can be pulled accurately for the calendar year of the eFAR.

VI. Professional Honors or Notable Recognition (Enter into Elements) (such as keynote presentations, teaching and research awards, election to Fellow, etc.)

Professional Activities → Award, Honor, or Recognition

Fields pulled: [Distinction name, Description, Organization Scope, Purpose of recognition, Awarded by, Award Status, Effective date]

Scholarly and Creative Works → Conference Paper or Presentation

Filter: User Relationship = Author of

Filter: Type of presentation or publication = Presentation—Keynote or Plenary

Fields pulled: APA6 Citation (autogenerated)

SECTION THREE — NARRATIVE REPORT

(Faculty writes Section Three details into generated eFAR document)

Please elaborate on any preceding information you want to discuss, especially as it involves inter-disciplinary/cooperative activities.

Discuss how your achievements compared to your goals listed for last year.

Include items that you feel weren't covered by the sections in the report such as participation in College activities to enhance the diversity, alumni events, special activities with student groups, etc.

Include your own inclusion and diversity statement/philosophy.

(There are many online resources for sample statements/philosophies. VT's Writing Center is also a great resource.)

In addition to the above prompts, CS requests the following for this section:

1. Include grade distributions and SPOT score details. The College requires grade distributions and a summary of SPOT scores in tenure and promotion dossiers, so it is a recommended practice to include those here. Examples are show below.

Enter grade distributions and SPOT score details in the following tables.

Grade Distribution

Semester	Course Number	Grade Distribution												
		A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	I
Spring 2021	3214	9	4	6	3								4	1
Spring 2021	4974		1											
Fall 2021	1114				90	90	10	10	10					

Student Evaluations. Summary of 1E: "Overall, the instructor's teaching was effective."

Semester	Course Number	Agree Strongly	Agree	Agree Somewhat	Disagree Somewhat	Disagree	Disagree Strongly	Responses Total	Enrollment Total	(6 pt scale) Average
Spring 2021	3214	35	35					70	95	5.2
Fall 2021	1114				50	50		100	210	2.5

2. One of our department's guiding principles is "Collegiality and Collaboration." Give examples of your activities this year that reflected or contributed to this characteristic of the department. How did you work with or encourage others? How did you help individuals or our community thrive? Examples might come from mentoring, informal research or teaching collaborations, activities with your students, social events, etc.

Reflect on your contributions to departmental collegiality and collaboration.

3. List anything else that you want to make sure gets reported but just didn't show up in a reasonable way in Section Two (from Elements).

Provide additional details not reported elsewhere.

4. Write a brief reflection that looks holistically on your year. The committee finds this very helpful in understanding and appreciating your contributions. A recommended approach is to briefly summarize and characterize your year, perhaps with respect to your goals from the last FAR, or in terms of unexpected challenges or opportunities or particularly gratifying achievements, or in terms of a multi-year arc or strategic direction you are taking with your career. There is great flexibility in how to approach this. Highly confidential items should be avoided.

Reflect on your year holistically, in terms of challenges, opportunities, and achievements. Be willing to take a larger view that encompasses your strategic thoughts for multiple years.