Before Starting the Faculty Activity Database: 2010 Data

Database login:  https://fad.msu.montana.edu

Teaching and Student Supervision

- This year the FAD system should automatically have your teaching assignments and enrollment information pre-populated in the form.

- Recall or look up all undergraduate and graduate students you have worked with formally as advisor, committee member, independent study advisor, senior design team advisor, and so forth

- Make a list of teaching workshops, training sessions, etc., you attended in 2010.

- Recall all awards you and your students received.

- Thoughtfully consider your "wish list" for courses you expect/like to teach for FL11 and SP12 (at least), your curriculum/lab development plans, and other teaching-related plans for 2011.

Scholarly Output

- Update an electronic copy of your CV to include bibliographic info for all formal publications from 2010. The survey form requires separate cut/paste for author, title, journal name, etc.

- Gather a list of any scholarly workshops, panels, training sessions, etc., in which you participated.

- Call to mind your activities as a manuscript reviewer and/or editor.

- Get together your "crystal ball" for research plans in 2011: proposals to be written, new initiative plans, expectations for grad student papers, conferences to attend, etc.

Grant Activity

- Find your list of all proposals submitted during calendar year 2010.  
  One way: go to the OSP electronic proposal system and search for your name.

- Get the list of grants/contracts that started, continued, or completed in 2010. 
  Note: both external and internal funding gets recorded, but in separate categories.

- Count the number of proposals you reviewed during 2010.

Service Activity

- Gather a list of all department, college, and university administrative committees on which you served in 2010.

- Recall all professional service rendered and outreach activities delivered.

- Make a list of examples of other service to MSU, the community, and the profession.