

**Faculty Member Name:** «FN» «LN» («Division»)

**FACULTY ACTIVITY REPORT: January 1 – December 31, 2018**

*Please complete all of the items in this report as thoroughly as possible for activities completed in calendar year 2018. Your thoughtful responses provide a valuable resource for faculty evaluation and also for the School’s fundraising and external relations. Please return this form to* [facultyaffairs@gsb.columbia.edu](mailto:facultyaffairs@gsb.columbia.edu).

**Summary**

*Provide a brief (1 - 2 sentences or a paragraph) narrative description of your most significant accomplishments over the past year:*

**I. Research**

*Indicate coauthors and editors of any publication listed in this section. Please indicate the progress of your article in 2018.*

**1. Articles in refereed professional journals:**

**a. Accepted in 2018:**

**b. Published in 2018:**

**c. Accepted and Published in 2018**

**2. Other research publications (conference proceedings and book chapters):**

**a. Accepted in 2018:**

**b. Published in 2018:**

**c. Accepted and Published in 2018**

**3. Books published (please indicate whether authored or edited):**

**4. Working papers:**

1. **Submitted in 2018 (journal and status):**
2. **Not yet submitted (written or revised in 2018):**

**5. Other research in progress (new or revised in 2018)**:

**6. Grants:**

* 1. **Applied for (indicate source, amount, status, and co-PI’s):**
  2. **Received (indicate source, amount, term, and co-PI’s):**

**7. Please describe how your recent research has had an impact on business practice or has been incorporated into teaching content if applicable:**

**II. Research Training**

**1. Doctoral theses sponsored (please list student's name, degree, status, and thesis title):**

**2. Other theses for which you had significant supervisory responsibility (please list student's name, degree, status, and thesis title):**

**3. Other work with doctoral students:**

**III. Teaching**

**1. Teaching evaluations:**

*Please review the personalized information in the table. If it is not complete or correct, please add comments or note any errors in the blank correction/additional information table and space below the personalized table. Please also log in to the Teaching Credit Database to notify us of any changes https://www.sac-cu.org/CBSTC/Home.aspx*

**Correction/Additional Information Table:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Term** | **Course / Section # & Program** | **Course Name** | **# of students** | **Course Rating** | **Professor Rating** | **co-taught** | **Full / Half Class** | **Teaching Credits** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Comments:**

**2. Participation in teaching development activities (Samberg Faculty Development days, coaching, Samberg teaching workshops):**

**3. Innovative teaching strategies developed (e.g. new ways to assess student learning outcomes, new uses of technology in the classroom, innovative ways to use guest speakers)**:

**4. Service as a core course coordinator:**

**5. Significant curriculum development work:**

**6. Cases written or revised in 2018:**

**7. Participation in executive education programs:**

**IV. School and University Service**

Please list your three most important service contributions to the School or University.  These contributions may have a teaching or research component to them, but the benefits of these contributions should accrue primarily to the School or University.

1.

2.

3.

*In this section please include a description of major accomplishments in role, scope of work, and/or time commitment, not just the title.*

**1. Administrative positions (e.g., divisional chair, center director or research director, CDA chair or co-chair):**

**2. Participation in School centers or programs in non-administrative roles (e.g., member of advisory board, leader of center event, or research project, participant in programs, etc.):**

**3. Participation in School CDAs in non-administrative roles:**

**4. Service on School and Divisional committees:**

**5. Service as a formal or informal teaching or research mentor to junior faculty members (please list faculty name and scope of mentorship):**

**6. There are many other ways to be engaged at the School. Please list involvement with students, alumni, and other school constituencies outside of the classroom:**

1. **Students** (involvement in student orientation or commencement, supervising independent studies, leading Chazen Institute study trips, etc.)
2. **Alumni** (participation in off-campus alumni events, speaker or panelist at reunion etc.)
3. **Other constituencies** (participant in board or donor meetings, serve as panelists at School sponsored conferences, etc.)

**7. Other important School and Divisional assignments:**

**8. Service on University committees:**

**9. The governance of the School requires faculty participation in many different types of meetings. Please indicate your level of participation in the governance of the School (e.g., participation in Divisional and School faculty meetings):**

**V. Professional Activities**

**1. Officer or administrative positions in professional associations:**

**2. Editorial service:**

* 1. **Editorships:**
  2. **Associate editorships:**
  3. **Service on editorial boards:**
  4. **Service as an ad hoc reviewer**

**3. Conferences**

1. **Organized and run:**
2. **Program Committee member:**
3. **Attended:**

**4. Seminar presentations, talks, etc., given at universities, research labs, and professional associations:**

**5. Special speeches or presentations before other audiences, such as business and government groups (Please also note these on the separate Outside Activities form if applicable):**

**6. Participation in the intellectual life of the School and the University (e.g., attendance at research seminars or university activities):**

**7. Articles published in the popular press:**

**8. Corporate and non-profit board memberships (Please also note these on the separate Outside Activities form if applicable):**

**9. Public service:**

**10. Other significant professional contributions and activities with broader impact:**

**VI. Awards and Honors**

**VII. Additional Accomplishments**

*Please use this section for any accomplishments not covered in previous sections. Please also describe any research that would be particularly of interest to a mainstream audience via such outlets as Columbia Ideas at Work or the popular press. Such descriptions are helpful for fundraising, external relations, and media relations.*

**1. Other significant accomplishments:**

**2. New research in progress that may be of interest to mainstream audiences via such outlets as *Columbia Ideas at Work* or the media (Not yet covered in such outlets; optional):**

**3. Research that has already appeared at *Ideas at Work* and/or other media (Optional):**

**VIII. Planned Activities for the Next Three Years**

*Please provide a brief forward looking plan summarizing your planned intellectual contributions, classroom activities, and service to the School and University. The research plan should describe expected activities rather than provide a detailed explanation or abstract of individual planned papers. The goal is to think from a broad, strategic perspective and to identify what resources are needed to pursue big questions.*

**1. Planned Research**

* 1. **Off-Term Proposal:**

*If you are eligible, we also ask that you use this section to outline the planned project for your off-term support, and complete and sign the last page of this document to apply for your 2018-2019 off-term support.*

* 1. **Next Three Years:**

**2. Planned Teaching and Course Development:**

**3. Planned CDA, Center and Program involvement:**

**4. Other planned service or activities**:

**IX. Leaves of Absence**

*Please list any leaves or exemptions from teaching duties taken during calendar year 2018 or anticipated for 2019 or 2020*

**Past Leave Taken in Calendar Year 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| Semester of Leave | Type of Leave | Teaching Credits | Notes |
| *e.g. Fall 2018* | *Sabbatical* | *1.5* | *One semester sabbatical at Full-salary* |
| *«Spring\_label»* | *«Leave\_Status\_Spring\_2018»* |  |  |
| *«Fall\_Label»* | *«Leave\_Status\_Fall\_2018»* |  |  |
|  |  |  |  |

**Future Leave Planned for Spring 2019, Fall 2019, or Spring 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| Semester of Leave | Type of Leave | Teaching Credits | Notes |
| *e.g. Fall 2019* | *Parental work-load Relief* | *1.5* | *Formal request forthcoming pending birth of child in July 2019.* |
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Application for Off-Term Support

|  |  |
| --- | --- |
| Name: | «FN» «LN» |
| Division: | «Division» |
| Off-Term: | Summer 2019 ❒ Fall 2019 ❒ Spring 2020 ❒ |
| Project Title: |  |

*If you have a grant or any other non-School source of off-term support, please indicate source and amount here:*

|  |  |  |  |
| --- | --- | --- | --- |
| Annual Amount |  | *Source / chart-string* |  |

By applying for off-term support and signing this form below, you acknowledge that:

1. Your off-term support will be considered taxable income (in compliance with IRS regulations).
2. You will not be teaching in the semester in which you request off-term support.
3. The School may supply your name and curriculum vitae to sponsors of Faculty Research Grants, and other interested parties, and you may be asked to acknowledge a specific sponsor when presenting your research results at a conference or when submitting an article.
4. You may be asked to prepare a non-technical abstract of the output from your research, for use in School publications, in public relations efforts, or for other School purposes.

|  |  |
| --- | --- |
|  |  |
| Signature | Date |

If you are eligible for off-term support during fiscal year 2019, please submit this application along with your Faculty Activity Report for 2018, which includes a research proposal outlining your planned work in section VIII to Cara Mandarino in 101 Uris Hall or by e-mail to [facultyaffairs@gsb.columbia.edu](mailto:facultyaffairs@gsb.columbia.edu) in order to be sure that off-term support payments are processed.  
   
Thank you.

 For Dean’s Office Use Only

|  |  |
| --- | --- |
| Total off-term grant | $ |
| Signature of Approver  (Charles M. Jones) |  |
| Date of Approval |  |