

Before Starting the Faculty Activity Database: 2008 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 2008.
- Recall all awards you and your students received.
- Thoughtfully consider your "wish list" for courses you expect/like to teach for FL09 and SP10 (at least), your curriculum/lab development plans, and other teaching-related plans for 2009.

Scholarly Output

- Update an electronic copy of your CV to include bibliographic info for all formal publications from 2008. 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 2009: 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 2008.
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 2008.
Note: both external and internal funding gets recorded, but in separate categories.
- Count the number of proposals you *reviewed* during 2008.

Service Activity

- Gather a list of all department, college, and university administrative committees on which you served in 2008.
- Recall all professional service rendered and outreach activities delivered.
- Make a list of examples of other service to MSU, the community, and the profession.