

**INSTRUCTIONS FOR COMPLETING THE (FAR) FACULTY ANNUAL REPORT  
UNCG SCHOOL OF MUSIC**

**SECTION 1: LIST COMPLETED ITEMS/ACCOMPLISHMENTS/ACTIVITIES THAT HAVE FULFILLED YOUR DIVISION BENCHMARKS IN RESEARCH/CREATIVE ACTIVITY AND EXPECTATIONS FROM ALL OTHER AREAS OF YOUR WORKLOAD ASSIGNMENT**

- A. Provide a 250-word (maximum) summary addressing your reflective teaching activity submitted last spring.
- B. List only those items that **fulfill** Scholarship/Research/Creative Activity benchmark expectations of your Division (see Appendix VIII of the SOM Faculty Handbook) for the current evaluation period. Include completed items only (i.e., concerts, papers, posters, and presentations presented). For publications, include those that are “in press” or “in print” only. All items listed must not have been listed in Sections 1 or 2 of a previous report nor may they be listed in Sections 1 or 2 of future reports (e.g., an “in press” article declared in sections 1 or 2 in the current report may not be declared again in sections 1 or 2 of a subsequent report when the article appears in print).
- C. List Service items expected of all School of Music faculty including attendance at required faculty, division, and committee meetings; participation at School of Music Audition days; and obligations as agreed upon in the signed annual workload. Service includes membership in appropriate professional organization(s).
- D. List Directed Professional Activity items from your workload assignment (if applicable). Under each item, describe accomplishment of the activity.

**SECTION 2: LIST COMPLETED ITEMS/ACCOMPLISHMENTS/ACTIVITIES IN ADDITION TO THOSE LISTED IN SECTION 1.**

- A. List additional completed Teaching activities beyond your workload assignment for the current period.
- B. List completed Scholarship/Research/Creative Activity items beyond those that have fulfilled the benchmark for your Division (Items that fulfill the benchmark are listed only in Section 1).
- C. List additional Service activities beyond those listed in Section 1.

**SECTION 3: LIST PROPOSED ACTIVITIES FOR THE COMING ACADEMIC YEAR IN ORDER TO ASSIST IN DEVELOPING YOUR WORKLOAD ASSIGNMENT**

- A. Describe a reflective teaching activity you will pursue in the coming year.
- B. Describe Scholarship/Research/Creative Activity projects in progress and new activities to which you plan to devote time in the coming year for your assignment in this area. It is appropriate to list works in progress not previously identified on this FAR form, and new activities to which you plan to devote time in the coming year for your assignment in this area.
- C. Describe Service items to which you plan to devote time in the coming year for your assignment in this area.
- D. Describe Directed Professional Activity items (if applicable) to which you plan to devote time in the coming year for your assignment in this area.