

Annual Reporting Requirements

I. INTRODUCTION

This document provides information regarding reporting requirements for University of Washington faculty who are members of the College of Built Environments. The University of Washington requirements for annual reporting are detailed in the [University of Washington Policy Directory](http://www.washington.edu/admin/rules/policies/index.shtml) (<http://www.washington.edu/admin/rules/policies/index.shtml>).

This document provides specific procedures and dates for the College of Built Environments. In case of any ambiguity regarding a specific policy, faculty should consult the *UW Policy Directory*. Questions regarding specific due dates should be brought to the Dean's Office of the College of Built Environments.

II. OUTSIDE PROFESSIONAL WORK

The College of Built Environments includes many faculty who are also professional practitioners in the disciplines addressed by the educational programs of the College. The students in the College benefit from learning from faculty who are actively engaged in the professions. Individuals, the Departments, the College, the University, and the state all benefit from faculty and staff involvement in and support of outside organizations and industry. The University has established the "[Outside Professional Work Policy](http://www.washington.edu/admin/rules/policies/PO/EO57.html)" to provide guidance to faculty who engage in outside consulting and similar activities. (<http://www.washington.edu/admin/rules/policies/PO/EO57.html>)

The "Outside Professional Work Policy" clearly supports faculty undertaking consulting activities, stating: "Such involvement provides individuals opportunities to disseminate expert information outside of the traditional university employment structure while simultaneously providing individuals additional experiences, augmenting their ability to carry out their University responsibilities. The University benefits in its ongoing relationships with the local, regional, national, and international communities it seeks to serve."

A. Request for Approval of Outside Professional Work for Compensation

Outside consulting work for compensation must be approved in advance. The Office of Research web site provides detailed information about making these requests, including [Frequently Asked Questions \(FAQs\)](http://www.washington.edu/research/topics/outside-work/). See: <http://www.washington.edu/research/topics/outside-work/>

Faculty must complete the [Request for Approval of Outside Professional Work for Compensation Form](http://www.washington.edu/research/.SITEPARTS/.documents/.or/Form1460.pdf). (<http://www.washington.edu/research/.SITEPARTS/.documents/.or/Form1460.pdf>)

This form must be downloaded, completed, and signed. The faculty member then submits the completed form to the Department Chair, who, if he/she approves, signs the form and submits it to the Dean's Office. If the Dean approves, he/she signs the form and forwards it to the Provost's Office.

This form must be completed annually, and will typically be completed in October in Fall Quarter. However, a faculty member who has not been engaged in consulting activity, and, therefore, has not prepared and submitted this form, who receives a consulting opportunity, must complete and submit the form before undertaking the new consulting opportunity. Thus, this form can be submitted at any time during the year.

B. Annual Report of Outside Activities

State law and University of Washington policy requires that each member of the faculty, annually submit a summary of all outside professional work, both for remuneration and for public or community service. This summary is due by November 15. (Even faculty with no activities to report must complete the form.)

The required "Annual Report" is to be completed on-line using the "Annual Report System." Information regarding annual reporting is found on the Academic Human Resources web site. This site includes a link to a "tutorial" as well as access to the [Annual Report System](http://ap.washington.edu/ahr/resources/responsibilities/annual-report-of-outside-activities/). (<http://ap.washington.edu/ahr/resources/responsibilities/annual-report-of-outside-activities/>)

III. YEARLY ACTIVITY REPORTS

The *University of Washington Policy Directory* Section 24-57 requires that every faculty member report annually on professional activities carried out during the previous year.

In the College of Built Environments, faculty submit "Faculty Yearly Activity Reports" to the Department Chair. The Department Chair retains a copy to be used in the required regular conference with the faculty members of the Department.

Each Department Chair assembles the "Faculty Yearly Activity Reports" for his/her department, prepares a cover memo highlighting significant faculty activities in the last year, and submits a complete set of "Faculty Yearly Activity Reports" with the cover memo to the Dean's Office.

A. Schedule/Due Dates

Department Chairs should receive "Faculty Yearly Activity Reports" from department faculty no later than November 1.

Each Department's "Faculty Yearly Activity Reports" should be submitted to the Dean's Office no later than November 15.

B. Content of "Faculty Yearly Activity Report"

The "Faculty Yearly Activity Report" is like a curriculum vita that includes only professional/academic activities of a faculty member for the preceding year (typically September 1 to August 31).

A "Faculty Yearly Activity Report" will normally have sections addressing Teaching, Research (construed broadly to mean creative achievement), and Service. For clarity (and particularly for faculty who carry on professional design practices or professional consulting practices), the "Faculty Yearly Activity Report" may divide "Research" into two categories, "Research" and "Professional Practice." Similarly, "Service" may be divided into "Service Within the University" and "Service Outside the University." A Faculty Yearly Activity Report following this organization would have five categories: Teaching, Research/Scholarship, Professional Practice, Service--University, Service--Non-University.