



**SUMMARY OF ACTIVITIES**  
**CALENDAR YEAR 2024**

**NON-TENURE TRACK FACULTY**  
 (Research Faculty)

Name

Department

Date

The information on this form should reflect only activities occurring between January 1 and December 31, 2024 and be submitted to your Chair/Supervisor to accompany his/her annual evaluation and merit raise recommendation. Use the space provided or attach separate sheets as necessary. Please attach a copy of your current curriculum vitae in [standard University of Miami format](#).

**A. Research, Scholarly, or Creative Endeavors**

1. Effort Distribution: please indicate the 2024 calendar year percent of effort devoted to research, teaching, administration, services, etc. as appropriate.

%	FUNCTION

2. Salary Distribution: please indicate the 2024 calendar year percent distribution of salary by sources of funds; indicate the sources using the fund type, not the account number (e.g., sponsored, gift, university-funded, etc.).

%	FUNCTION

Please use standard curriculum vitae format (do not abbreviate); indicate multiple authors and precedence of authorship where appropriate.

3. Summarize in up to 200 words your current research and future research goals. If you prefer, indicate your most significant publication or research project since last year's review and explain its significance:

4. Publications in 2024:  
(Please include full citations). **If you have more publications to list than the space allows, you may list them in an addendum to this form.**

- a. Refereed:

- i. Published:

- ii. In press:

iii. Submitted:

b. Unrefereed, published or in press:

5. Exhibitions/shows/plays in 2024:

a. Juried/refereed:

b. Non-juried/refereed:

6. List other creative or scholarly activities **in progress**, with anticipated timeline:

7. Funded research (agency, dates of award, amount):

a. Active grants or fellowships:

b. Proposals submitted (indicate funded, pending, or declined):

8. Patents and invention disclosures:

9. List editorial responsibilities, grant and manuscript reviews, etc. (separate by commas):

10. List Professional Activities:

a. Invited conferences or presentations:

b. Conferences/meetings at which a paper, poster, or panel commentary was presented:

c. Invited lectures/seminars at other Universities:

**B. Teaching (if applicable)**

If you had a teaching assignment reduction in any of the following semesters, please indicate the course or credit hour equivalent and the reason for the reduction. (Examples: Spring 2024, 1 course, research release, salary paid by grant; Fall 2024, 2 courses, sabbatical leave.)

Courses taught (if any of the courses were taught by more than one instructor, please indicate so):

**Spring 2024**

Course Name	Course #	Section	Credits	Enrollment	Student Evaluation (Y/N)	If "Y", enter mean score evaluation My overall evaluation of the instructor is positive

Teaching Assignment Reduction (if applicable):

Fall 2024

					Student Evaluation	If "Y", enter mean score evaluation
Course Name	Course #	Section	Credits	Enrollment	(Y/N)	My overall evaluation of the instructor is positive

Teaching Assignment Reduction (if applicable):

Summer 2024

					Student Evaluation	If "Y", enter mean score evaluation
Course Name	Course #	Section	Credits	Enrollment	(Y/N)	My overall evaluation of the instructor is positive

### C. Advising and Mentoring

1. Number of Undergraduates advised:

Freshmen	Sophomores	Juniors	Seniors

a. List awards or notable academic achievements of advisees:

2. Undergraduate Research/Scholarly/Artistic Supervision activities (for each student):

Student Name	Class	Title	Period of Supervised Contribution	Nature of Scholarly/Artistic Project	Undergraduate Advising Evaluation

3. Graduate Student Mentoring (current or graduated in 2024; list student names):

a. As PhD dissertation or MFA thesis director:

b. As a member of a Master's degree or PhD committee:

4. Post-Doc and/or Faculty Mentoring:

## D. Leadership and Service

1. Contributions to Departmental, College, and University organization and operation (up to 150 words):

2. List leadership activities at University of Miami or in the field:

3. List external consulting activity:

4. Please list any activities related to the University's [DIRECCT values](#):



## E. Honors and Awards

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I have completed the training and disclosure process through the [UDisclose System](#).

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date