

FRPA Preparation Guidelines for Faculty in the College of Engineering and Applied Science

Your annual Faculty Report of Professional Activities (FRPA) is to be completed by **February 1**. The form is now available through CU Connect, which means all you need is your identi-key to access your FRPA. FRPA Online can be found on the Academics and Research tab in the right-hand column. It can also be accessed at FRPA Online at <http://frpadb.colorado.edu/pls/frpa/forms.logon>. The FRPA covers activities from January 1 through December 31 of the previous year. Information about how to fill out the FRPA and FAQs is also available at [this](#) web site.

The following are reminders on how to enter data for frequently used activity codes, **using calendar year 2008 accomplishments as the examples:**

- Teaching Activities 301, 302, 305, and 306 (related to mentoring or instruction of individual students): List each student or student group mentored as a separate entry.
 - Correct:
 - 301 Principal Thesis Advisor for J. Engineer
 - 301 Principal Thesis Advisor for A. Adams
 - Incorrect (each student should be a separate entry):
 - 301 Principal Thesis Advisor for J. Engineer and A. Adams

- Teaching Activity 311 (student advising): The first line should be stated as, "Advised xx student(s)." You do not need to list each student separately. **Please provide a numeric count.**
 - Correct:
 - 311 Advised 25 students.
 - Incorrect (not a specific count):
 - 311 Advised 25-50 students.
 - 311 Advised > 70 students.
 - 311 Advised biomedical students.

- Scholarly Works 407, 412, 413, 415, and 416 (related to published papers and presentations): **List only those that were published or presented in 2008.** Papers and conference proceedings that were in review or in press at the end of 2008 should be entered in category 801, 802, 804 or 805. **Papers with both on-line and print versions should be listed under 407 or 412 only if the citation for the printed publication is 2008.**
 - Correct:
 - 407 <authors> "A Passive GPS Bistatic Radar Altimeter for Aircraft Navigation," Navigation, September 2008.
 - Incorrect (wrong category, should be listed under 801):
 - 407 <authors> "A Passive GPS Bistatic Radar Altimeter for Aircraft Navigation," Navigation, January 2009. In press.

- Grants and Fellowships 421 (PI) and 422 (Co-PI): List individually all grants active in 2008, the start and end dates, the total dollar amount, and the names of PI and co-PIs.
 - Correct:
 - 421 NSF, "Acoustic Transmission through Sedimentary Rock", \$200,000, 6/1/2006-5/31/2008, <your name> (PI), J. R. Doe (co-PI).
 - 422 NSF, "High Earth Orbit Satellite Formations", \$100,000, 6/1/2007-12/31/2009, J.R. Doe (PI) and <your name>, W. Smith (co-PIs).
 - Incorrect (missing dollar amount and PI/co-PI names):
 - 422 NSF, "High Earth Orbit Satellite Formations", 1/1/2006-12/31/2008.

- Peer Review data (625): The first line should be the number of peer reviews you did, stated as, "xx peer review(s) of papers or proposals." You do not need to list each peer review separately.
- Works In Progress 801-809: (In 2006, the 800 series codes replaced the single "480 Works in Progress Code"). List individually each full-length paper that was under review (802,

805) or in press (801, 804) **at the end of 2008**. Papers and conference proceedings in preparation may be listed in codes 803 and 806. Status of books in preparation should be described in 809.

The entries most relevant to our college's performance review are:

801 Refereed Journal Articles or Chapters, Accepted or In Press

802 Refereed Journal Articles or Chapters, Submitted and Under Review

804 Refereed Professional Conference Proceedings, Accepted

805 Refereed Professional Conference Proceedings, Submitted and Under Review

807 Refereed Books, Accepted or In Press

808 Refereed Books, Submitted and Under Review

809 Refereed Books, In Progress (being written)

Correct:

801 <authors> "Message Authentication Codes with Short Tags," CRYPTO, March 2008. In press.

Incorrect (not in review or press, should be listed in 803):

802 <authors> "A Holographic Chemical Vapor Sensor," to be submitted to Optics Letters.

All tenure-track and tenured faculty, research faculty (Research Assistant Professors, Research Associate Professors, and Research Professors) and instructional faculty (Instructors, Senior Instructors, and Scholars-in-Residence) with continuing appointments (i.e., will be on the faculty in the next academic year and would like to be considered for a raise!) are required to complete an FRPA.

J. Zelasko 1/28/09