

## ART Agreement Article #2

### ASSIGNED RELEASED TIME FOR RESEARCH (ART)

#### **Final Report Guidelines**

##### THE FINAL ART REPORT:

For single-year awards and for multi-year awards that have ended, The Final Report should be submitted at the conclusion of the semester in which the final ART award was used, but no later than the end of the fiscal year (June 30).\*

The Final Report should be a concise, one-page summary addressing the items covered in the Final Report Checklist. The Final Report should be submitted in typed form or may be sent via e-mail to the Associate Provost for Academic Affairs, Attn: Meg Guenther.

Final Reports address the objectives of the approved proposal in terms of the outline provided and the known or anticipated outcomes and impacts of the project.

The Final Report Cover Sheet must be completed and returned with the report. All reports are compared to the approved proposals to determine accuracy and to assist with preparing letters of acknowledgment. The Final Reports are especially important in maintaining and evaluating the ART program and for integrating your work into the Year-End Annual Faculty Achievement Report.

An ART award recommended for the upcoming year can be made use of only after it is determined that the Final Report of the previous ART award has been received.\* Faculty members who fail to submit Final Reports by the deadline (June 30th of that fiscal year) may delay or forfeit the use of future ART awards.

##### INTEGRITY OF THE APPROVED ART PROPOSAL:

You may not deviate from the approved project without written permission from the Associate Provost for Academic Affairs.

##### **FINAL REPORT CHECKLIST:**

1. COVER SHEET is completed, including Abstract, Signature, and date.
2. Report covers each of the following categories:
  1. SIGNIFICANCE OF THE PROJECT: How has the project contributed to the field? To research? To pedagogy?
  2. NATURE OF THE PROJECT: How would you describe the kind of research, project or activities in which you are engaged?
  3. OUTCOMES: What were the results of this project, i.e., presentation, performance, study completed, book chapter, article?
  4. ASSESSMENT OF THE PROJECT AND PROGRESS TO DATE: Did you accomplish what you set out to do? Why or why not? Did this time contribute to teaching improvement? How much progress did you make?

\* For multi-year awards that have not ended, a Progress Report of 125 words or less must be submitted at the conclusion of the semester in which the ART award was used, but no later than the end of the fiscal year (June 30). This can be the same summary submitted as part of the Year-End Annual Faculty Achievement Report.

# ASSIGNED RELEASED TIME FOR RESEARCH (ART)

## Final Report Cover Sheet

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Year(s) and Semester(s) of ART: \_\_\_\_\_

Released Time Hours Awarded: \_\_\_\_\_ #Used: \_\_\_\_\_

Project Title:

Summary of Project/Abstract:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_