

Faculty Success

Informational Guide

Reports

Annual Faculty Activity Report

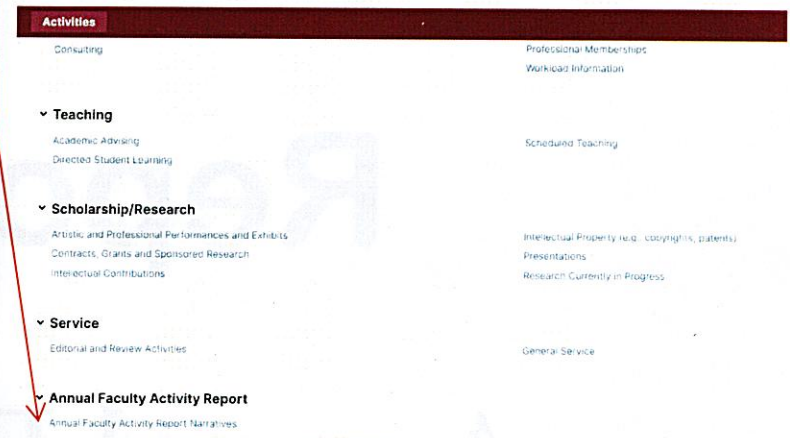
Reports: Landing Page

Annual Faculty Activity Report

This is where faculty enters personal annual statements about their teaching, scholarship, and service.

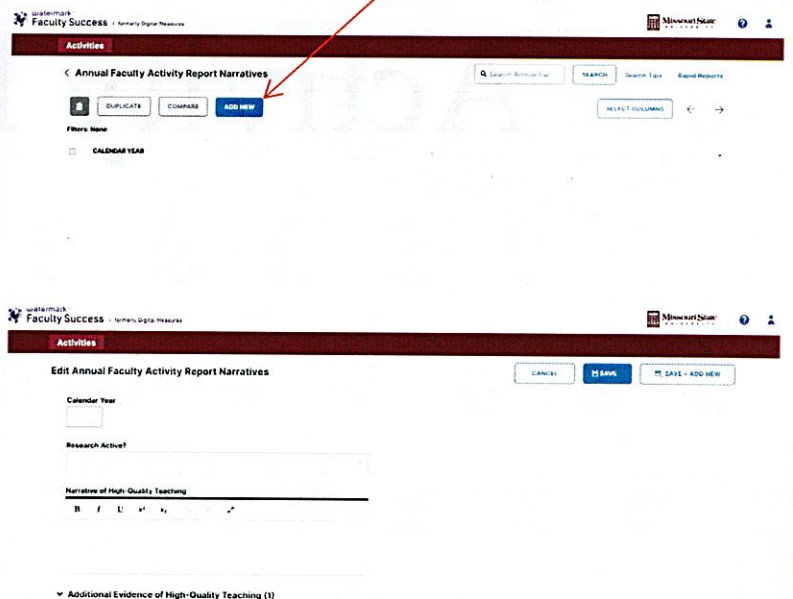
You will be asked to enter:

- Calendar year
- Research active status
- Narrative of high-quality teaching
- Drop box to upload evidence of high-quality teaching
- Narrative of high-quality intellectual contributions
- Drop box to upload evidence of high-quality intellectual contributions
- Narrative of high-quality service
- Drop box to upload evidence of high-quality service



A screenshot of the Faculty Success Activities menu. The menu is organized into several categories: Consulting, Professional Memberships, Workload Information, Teaching (Academic Advising, Directed Student Learning), Scholarship/Research (Artistic and Professional Performances and Exhibits, Contracts, Grants and Sponsored Research, Intellectual Contributions), Service (Editorial and Review Activities, General Service), and Annual Faculty Activity Report (Annual Faculty Activity Report Narratives). A red arrow points from the text box on the left to the 'Annual Faculty Activity Report' category.

Click "ADD NEW"



A screenshot of the 'Annual Faculty Activity Report Narratives' form. The form is titled 'Edit Annual Faculty Activity Report Narratives' and includes a 'Calendar Year' dropdown menu, a 'Research Active?' checkbox, and a 'Narrative of High-Quality Teaching' text area. There are also buttons for 'DUPLICATE', 'COMPARE', and 'ADD NEW'. A red arrow points from the text box above to the 'ADD NEW' button. Below the form, there is a section for 'Additional Evidence of High-Quality Teaching (1)'.

Reports: Importing Citations

If you have citations of your publications already stored in Zotero, Mendeley, EndNote, Google Scholar, Ref Works or others, you can import those records directly to Faculty Success using BibTeX file. Click on the the link below to learn how to create a BibTeX file:

<https://www.digitalmeasures.com/activity-insight/docs/bibtex.html>

Once you have your BibTeX file ready, click on "Intellectual Contributions"

Click "Import"

The screenshot shows the Faculty Success system interface. At the top, there is a navigation menu with categories: Consulting, Professional Memberships, Workload Information, Teaching (with a dropdown arrow), Academic Advising, Scheduled Teaching, Directed Student Learning, Scholarship/Research (with a dropdown arrow), Artistic and Professional Performances and Exhibits, Intellectual Property (ie. q., copyrights, patents), Contracts, Grants and Sponsored Research, Presentations, and Intellectual Contributions, Research Currently in Progress. Below this is a search bar and a table header for 'Intellectual Contributions'. The table has columns for 'CONTRIBUTION TYPE', 'EXPLANATION', 'CURRENT STAT.', 'TITLE OF CONTRIBUTION', and 'COUNT OF NO.'. An 'Import' button is highlighted with a red box, and a red arrow points to it from the 'Click "Import"' text box. Another red arrow points from the 'Once you have your BibTeX file ready, click on "Intellectual Contributions"' text box to the 'Intellectual Contributions' section of the navigation menu.

Follow the instructions to upload the BibTeX file, detect duplicate entries, and select collaborators.

You will have a chance to review the records and finalize the import.

Creating Reports

Click "Rapid Reports" on the "Intellectual Contributions" screen.

A dialog box will appear.

Next, click the drop down menu for "Report" and select the report you would like to generate.

TIPS

- ✓ Be sure to select the appropriate dates
- ✓ For Annual Faculty Activity Reports, the time frame is typically one calendar year.

Click "Run Report"

Some of the most common Rapid Reports are:

- Vita
- Annual Faculty Activity Report
- Presentations by Faculty
- Intellectual Contributions by Faculty
- General Service by Faculty
- Schedule Teaching by Faculty

