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Access for Staff Members

Staff members are administrative assistants, chairs, and directors. There are four types of access for staff members:

- Faculty Administrative Staff - allows staff to have access to the faculty section since ASU WebAuth does not indicate that they are faculty; can occur for chairs
- Workload Percentage data entry only - have access to enter workload percentages for their unit
- Admin Assist/Chairs/Directors - have access to enter workload percentages in the Workload Entry section and everything in the Chair/Directors section
- View Unit Activity Report only – have access to view the Activity Reports for any year on file in their unit.
- View Unit CVs only - have access to view CVs in their unit

Please contact your dean’s office if a staff member needs to be added to or removed from the system.

New Support Section

Support

- Below is the process for obtaining help for the Faculty Activity Report application.
  - **Instructions** - Instructions on how a page works can be found by clicking on the 'Instructions' link located in the black bar on that page.
  - **Form Field Meanings** - This page contains a list of all form fields and their meanings that are found in the data entry process. The link opens the page in a new window.
  - **Site Help** - For general help on how items work that are found throughout the site, click on the 'Site Help' link located in the black bar on every page. Examples of help items found in this section are navigation, button functionality, and how to upload a document. The link opens the page in a new window.
  - **Training** - This page contains links to training manuals and schedules for the latest training sessions.
  - If you are unable to get an answer with any of the methods listed above, contact your Unit for help.
  - If the Unit Contact does not know the answer, the Unit Contact will contact the dean’s office for help.
- **Supported Web Browsers** - This page contains a list of browsers and what kind of issues they have with the Faculty Activity Report application, if any.
- **Updates** - This page contains a list of updates that have occurred to the Faculty Activity Report Application.
- **Report a Technical Problem** - Use this form to report technical problems that occurred while using the Faculty Activity Report application.
- **Provide Feedback** - Use this form to provide feedback on the activity report process, items that are missing or anything else that came to mind. We will use this information to make improvements to the application.
Workload Percentage Data Entry

At the beginning of each calendar year, the list of faculty and their workload percentages will be replicated from the previous year. You can then go to the workload data entry page and make updates. If a faculty member needs to be added or removed, please contact the dean’s office.

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Instruction Percentage</th>
<th>Research Percentage</th>
<th>Service Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Blutarsky</td>
<td>Professor</td>
<td>0</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Eric Stratton</td>
<td>Professor</td>
<td>40</td>
<td>40</td>
<td>20</td>
</tr>
<tr>
<td>Vernon Wormer</td>
<td>Professor</td>
<td>25</td>
<td>25</td>
<td>50</td>
</tr>
</tbody>
</table>

Each row must add up to 100%. If it does not, you will see an error message like that seen below. Each row that does not add up to 100% will be highlighted. If a faculty member is assigned to multiple departments, the entry for your department still needs to add up to 100%.

The following errors occurred:
- Row 1 must add up to 100%.

Update Workload Percentages
**Chair/Director Section**

This section is where Chairs/Directors can evaluate their faculty and view reports.

### Chairs/Directors Section

The Department X deadline dates are:

<table>
<thead>
<tr>
<th>Faculty Data Entry</th>
<th>Personnel Committee</th>
<th>Chair/Director</th>
<th>Faculty Appeal</th>
</tr>
</thead>
</table>

- **Evaluations**
  - Unit Rating Scale - input the rating scale your unit users to evaluate faculty members
  - You must submit your unit rating scale before you can evaluate your faculty.
  - Notify Faculty of Evaluation Completion - send a message to your faculty letting them know the evaluation is complete

- **Activity Data Entry Status Reports**
  - Unit Stats for Entering Activity Report - View numbers indicating how faculty members in all units are doing in the data entry process.
  - Faculty who have NOT Submitted CVs - View faculty members who have not submitted their CV.
  - Faculty who have NOT Submitted their Activity Report - View a list of faculty that have not submitted their activity report.

- **Unit Information Reports**
  - Activity Reports - View a faculty member’s activity report.
  - Faculty CVs - View a faculty member’s CV.
  - Post-Tenure & Unit Ratings
    - Evaluation Results - View your unit’s evaluation results for a given year. Can then view a faculty member’s detailed record for that year or all evaluation records on file.
    - Download Ratings - Download post-tenure ratings and/or unit ratings into a CSV file for a given year.
  - Workload Percentages - View the workload percentages for all faculty members.

- **Summary Reports**
  - Sponsored Project Proposal Summary - View a summary of Sponsored Project proposals for all units and faculty members.
  - Sponsored Project Award Summary - View a summary of Sponsored Project awards for all units and faculty members.
  - Sponsored Project Expenditure Summary - View a summary of Sponsored Project expenditures for all units and faculty members.

### Evaluations

**Unit Rating Scale**

This page allows you to enter the scale your unit uses to evaluate your faculty members. The rating scale will appear in a legend just to the right of the evaluation.
If you have a rating scale on record from a previous year, it will be shown at the bottom of the page. You can press the ‘Copy’ button to copy the rating scale into the textbox so you can save it into the current year.

Past Years of Unit Rating Scale Legends:

<table>
<thead>
<tr>
<th>Activity Report Year</th>
<th>Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>Exceptionally meritorious (4b)</td>
</tr>
<tr>
<td></td>
<td>Highly meritorious (4a)</td>
</tr>
<tr>
<td></td>
<td>Very meritorious (3b)</td>
</tr>
<tr>
<td></td>
<td>Meritorious (3a)</td>
</tr>
<tr>
<td></td>
<td>Highly Satisfactory (2b)</td>
</tr>
<tr>
<td></td>
<td>Satisfactory (2a)</td>
</tr>
<tr>
<td></td>
<td>Unsatisfactory (1)</td>
</tr>
</tbody>
</table>

Evaluate Faculty

If you access the evaluation page before inputting your unit rating scale, you will see the following error message. You must provide the unit rating scale before you can evaluate your faculty members.

You must submit your unit rating scale before you can evaluate your faculty. Go to the Unit Rating Scale page to input your rating scale.

If you are not in the time period to submit evaluations, you will see the following error message.

You will not be able to evaluate faculty until the viewing period listed below.

Department: Department X
Calendar Year: 2004
Faculty Evaluation Viewing Time Period/Appeal Time Period: 5/2/2005 - 6/1/2005
When you are in the evaluation time period, a list of all faculty members will appear containing their workload percentages, post-tenure ratings and your unit ratings as seen below. If a faculty member has a workload percentage of 0%, he/she is automatically assigned a post-tenure rating of ‘Satisfactory’ and a unit rating of ‘N/A’. If a faculty member is not tenured the post-tenure rating will default to ‘N/A’.

<table>
<thead>
<tr>
<th>Department: Department X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Year: 2004</td>
</tr>
<tr>
<td>Faculty Evaluation Viewing Time Period/Appeal Time Period: 5/2/2005 - 6/1/2005</td>
</tr>
</tbody>
</table>

The ‘Faculty Evaluation Viewing Time Period/Appeal Time Period’ date span indicates the time at which the faculty members will be able to view the evaluations you submitted. When the faculty members do so, they can acknowledge that they received the evaluation and they can also ask for a meeting to discuss the evaluation. The ‘Acknowledged Date’ column indicates the date the faculty member acknowledged receiving the evaluation. If the faculty member wants to meet with you, the ‘Meeting Sought’ column will have a ‘Y’ value.

To evaluate a faculty member, click on the ‘Evaluate’ button located on the left side of the faculty member’s row.

By default, the faculty member’s evaluation form is loaded. If you wish to view the faculty member’s activity report, select the ‘View Activity Report Only’ radio button or select the ‘View Both’ radio button to view both the evaluation form and activity report on one page.

To evaluate the faculty member, simply select the post-tenure rating and input your unit rating for instruction, research, service and overall.
Faculty Activity Report Training Manual for Staff

Use this faculty evaluation form to submit a post-tenure rating and a unit rating for each of the following categories: instruction, research, service and overall.

<table>
<thead>
<tr>
<th>Department</th>
<th>Workload Percentage</th>
<th>Post-Tenure Rating</th>
<th>Department X Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>0%</td>
<td>Satisfactory</td>
<td>N/A</td>
</tr>
<tr>
<td>Research</td>
<td>50%</td>
<td>Beyond Satisfactory</td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>50%</td>
<td>Beyond Satisfactory</td>
<td></td>
</tr>
<tr>
<td>Overall</td>
<td>100%</td>
<td>Beyond Satisfactory</td>
<td></td>
</tr>
</tbody>
</table>

Department X Rating Scale Legend
- Exceptionally meritorious (4b)
- Highly meritorious (4a)
- Very meritorious (3b)
- Meritorious (3a)
- Highly Satisfactory (2b)
- Satisfactory (2a)
- Unsatisfactory (1)

If you wish to provide comments to the faculty member, you can do so by uploading a document and/or entering the comments into the textbox.

**Comments:**

You may provide comments for the faculty member below by attaching a document and/or using the textbox.

Attach Comments Document: [Browse]

(Acceptable Formats: Word (.doc), Word Perfect (.wpd), Adobe Acrobat (.pdf), Plain Text (.txt), or Compressed File (.zip))

When you are done entering the faculty member’s evaluation, click on the ‘Save’ button at the bottom of the page. If you wish to start over, press the ‘Reset’ button. Pressing the ‘Cancel’ button will take you back to the Evaluation List page. If you wish to send the faculty member an email to let him/her know that the evaluation is complete, press the ‘Notify Faculty Evaluation is Complete’ button. This is explained more in the next section.

To move to the next faculty record in the list, go to the top of the page and click on the ‘Next’ button. If you wish to return to the Evaluation List page, click on the ‘List Page’ button.

**2004 Evaluation Form**

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Site Help</th>
<th>Professor</th>
<th><a href="mailto:bluto@asu.edu">bluto@asu.edu</a></th>
</tr>
</thead>
</table>

If there is no previous entry in the list, the ‘Previous’ button will not appear as seen above. When there is a previous entry in the list, the ‘Previous’ button will appear if you wish to go back to the previous faculty member in the list.
**Notify Faculty of Evaluation Completion**

Use this page to send an email to your faculty notifying them that you have finished their evaluation. The email can only be from the head of the unit. You have the ability to send the email to one faculty member at a time, a group of faculty members or all faculty members. You may Cc the email to the head of the unit and/or an administrative staff in the unit. The email subject has a default value, but you can change this as desired. The email message provides the web address for the faculty to view the evaluation along with the viewing time period. You can add on to the email message as desired.

**Notify Faculty of 2004 Evaluation Completion**

You can use this form to notify your faculty that you have completed the 2004 evaluation process.

* Required Field

Email is from: *Vernon Wormer*

Send email to: *(select multiple people by holding down the 'CTRL' key)*
- All Faculty
- John Blutarsky
- Eric Stratton
- Vernon Wormer

Cc email to: *(select multiple people by holding down the 'CTRL' key)*
- Vernon Wormer

Email subject: *
Your Faculty Activity Evaluation is Complete

Email message: *
Please go to https://mydas.asu.edu/Faculty/ActivityReport/Faculty/AcknowledgeEvaluation.aspx between 5/2/2005 and 6/1/2005 to acknowledge that you have received your evaluation. If you wish to discuss the evaluation, you can indicate so on this web page.

* Required Field

Send Email

When you click on the ‘Send Email’ button you will see a confirmation screen so you can verify that it is sending the email to the appropriate people and with the correct message. If everything is correct, click the ‘Send Email’ button. Otherwise, click on the ‘Make Changes’ button to go back to the form page.
Activity Data Entry Status Reports

*Unit Stats for Entering Activity Report*

This report will show you a list of Unit statistics that indicate how many faculty members are/are not entering their activity reports.

**Unit Stats for Entering Activity Report**

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean's Office</td>
<td>College Of Lib Arts &amp; Sciences</td>
</tr>
</tbody>
</table>

**2005 College Of Lib Arts & Sciences Unit Usage Stats for Entering Activity Report**

<table>
<thead>
<tr>
<th>Unit</th>
<th># of Faculty</th>
<th># Not Started</th>
<th># Started</th>
<th># Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian Studies</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Anthropology</td>
<td>40</td>
<td>40</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Asian Pacific American Studies</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Column Explanations:
- Unit - name of Unit
- # of Faculty - number of faculty that have been entered into the system to enter an activity report
- # Not Started - number of faculty that have NOT added any records for the selected year
- # Started - number of faculty that have added records for the selected year
- # Submitted - number of faculty that have submitted their activity report so it can be evaluated
Faculty Activity Report Training Manual for Staff

**Faculty who have NOT submitted CVs**
This report will show you who has not submitted his/her CV.

---

### Faculty CVs

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Site Help</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Calendar Year 2005

**Dean’s Office** College Of Lib Arts & Sciences

**Unit** Department X

**Show Faculty With**

- No CV on File
- CV on File
- Both

Get List

---

**2005 Faculty of Department X who have no CV on file.**

**Get All Email Addresses**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Stratton</td>
<td><a href="mailto:otter@asu.edu">otter@asu.edu</a></td>
</tr>
<tr>
<td>Vernon Wormer</td>
<td><a href="mailto:dean@asu.edu">dean@asu.edu</a></td>
</tr>
</tbody>
</table>

Total: 2

By clicking on the ‘Get All Email Addresses’ button, you will be given a list of email addresses that you can copy and paste into Outlook so you can easily pester your faculty to attach his/her CV as seen below. If a faculty member’s email address does not appear, it is because ASU does not have an email address on file for that person.

---

### Faculty CVs

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Site Help</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Calendar Year 2005

**Dean’s Office** College Of Lib Arts & Sciences

**Unit** Department X

**Show Faculty With**

- No CV on File
- CV on File
- Both

Get List

---

**2005 Faculty of Department X who have no CV on file.**

Return to list

Copy the list of emails and paste them into Outlook.

otter@asu.edu; dean@asu.edu;

---

If you wish to view faculty that have submitted their CV or a combination of submitted and not submitted, simply change the ‘Show Faculty With’ option and press the ‘Get List’ button.

**Faculty who have NOT Submitted their Activity Report**
This report will show you a list of faculty members who have not submitted their activity report for a particular year. The ‘Has Started’ column indicates whether the faculty member has added any records for the selected calendar year. The ‘Extension Date’ column indicates if the faculty member was given an extension date to
Faculty Activity Report Training Manual for Staff

finish inputting their activity. The appearance of a date indicates when the faculty member's activity report must be submitted by. You can press the ‘Get All Email Addresses’ button if you wish to email all of the faculty members in the list.

### Faculty that have Not Submitted their Activity Report

<table>
<thead>
<tr>
<th>Name</th>
<th>Has Started</th>
<th>Extension Date</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Blutarsky</td>
<td>N</td>
<td></td>
<td><a href="mailto:bluto@asu.edu">bluto@asu.edu</a></td>
</tr>
<tr>
<td>Eric Stratton</td>
<td>N</td>
<td></td>
<td><a href="mailto:otter@asu.edu">otter@asu.edu</a></td>
</tr>
<tr>
<td>Vernon Wormer</td>
<td>N</td>
<td></td>
<td><a href="mailto:dean@asu.edu">dean@asu.edu</a></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

#### 2005 Faculty that have not submitted for Department X.

Clicking on the ‘View’ button will load that faculty member’s activity report.

### Unit Info Reports

#### Activity Reports

This report will show you a list of faculty members in your Unit and a ‘View’ button to view their activity report for a particular year.

### Activity Reports

<table>
<thead>
<tr>
<th>Name</th>
<th>Has Started</th>
<th>Extension Date</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Blutarsky</td>
<td>N</td>
<td></td>
<td><a href="mailto:bluto@asu.edu">bluto@asu.edu</a></td>
</tr>
<tr>
<td>Eric Stratton</td>
<td>N</td>
<td></td>
<td><a href="mailto:otter@asu.edu">otter@asu.edu</a></td>
</tr>
<tr>
<td>Vernon Wormer</td>
<td>N</td>
<td></td>
<td><a href="mailto:dean@asu.edu">dean@asu.edu</a></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>
This report shows a list of faculty members that have submitted their CV for a particular year. The file type column tells you what type of format the CVs are in (possible types are Word, Word Perfect, Adobe PDF, Plain Text and Zip). Clicking on the ‘View’ button will open the faculty member’s CV in a new window. You can press the ‘Get All Email Addresses’ button if you wish to email all of the faculty members in the list.

**Faculty CVs**

This report shows a list of faculty members that have submitted their CV for a particular year. The file type column tells you what type of format the CVs are in (possible types are Word, Word Perfect, Adobe PDF, Plain Text and Zip). Clicking on the ‘View’ button will open the faculty member’s CV in a new window. You can press the ‘Get All Email Addresses’ button if you wish to email all of the faculty members in the list.

<table>
<thead>
<tr>
<th>Activity Report Year</th>
<th>Unit</th>
<th>Instruction %</th>
<th>Research %</th>
<th>Service %</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004</td>
<td>Department X</td>
<td>0</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>2003</td>
<td>Department X</td>
<td>0</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total: 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instruction/Advising/Mentoring**

**Courses:**

**Faculty CVs**

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>2005</th>
<th>Dean's Office</th>
<th>College Of Lib Arts &amp; Sciences</th>
<th>Unit</th>
<th>Department X</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Show Faculty With</strong></td>
<td>No CV on File</td>
<td>CV on File</td>
<td>Both</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**2005 CVs for Department X**

<table>
<thead>
<tr>
<th>Name</th>
<th>View CV</th>
<th>File Type</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Blutarsky</td>
<td>View</td>
<td>word</td>
<td><a href="mailto:bluto@asu.edu">bluto@asu.edu</a></td>
</tr>
<tr>
<td><strong>Total: 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Evaluation Results**

This report will show you a condensed list of evaluation results for your faculty members (only the comments are not shown). The ‘Acknowledged Date’ column will show the date the faculty member acknowledged receiving his/her evaluation. If the faculty member wishes to meet with you to discuss the evaluation, the ‘Meeting Sought’ column will have a ‘Y’.

### Evaluation List

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Site Help</th>
</tr>
</thead>
</table>

**Calendar Year** 2005

**Dean’s Office** College Of Lib Arts & Sciences

**Unit** Department X

**Get List**

---

#### 2005 Evaluations for Department X

**Department X Rating Scale Legend**

- Exceptionally meritorious (4b)
- Highly meritorious (4a)
- Very meritorious (3b)
- Meritorious (3a)
- Highly Satisfactory (2b)
- Satisfactory (2a)
- Unsatisfactory (1)

<table>
<thead>
<tr>
<th>Faculty Info</th>
<th>Evaluation Results</th>
<th>Acknowledged Date</th>
<th>Meeting Sought</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>John Blutarsky</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Professor</strong></td>
<td><strong>Department X</strong></td>
<td><strong>Workload</strong></td>
<td><strong>Post-Tenure</strong></td>
</tr>
<tr>
<td><strong>Instruction</strong></td>
<td>0%</td>
<td>Satisfactory</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Research</strong></td>
<td>50%</td>
<td>Satisfactory</td>
<td>3b</td>
</tr>
<tr>
<td><strong>Service</strong></td>
<td>50%</td>
<td>Beyond Satisfactory</td>
<td>4b</td>
</tr>
<tr>
<td><strong>Overall</strong></td>
<td>100%</td>
<td>Beyond Satisfactory</td>
<td>4a</td>
</tr>
</tbody>
</table>

**View Details**

**View All Results on File**

Submitted Activity Report: N

**Eric Stratton**

**Professor**

<table>
<thead>
<tr>
<th>Department X</th>
<th>Workload Percentage</th>
<th>Post-Tenure Rating</th>
<th>Department X Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instruction</strong></td>
<td>40%</td>
<td>N/A</td>
<td>4a</td>
</tr>
</tbody>
</table>

Press the ‘View Details’ button to view a faculty member’s complete evaluation record.
### Unit Evaluations

<table>
<thead>
<tr>
<th>Department X</th>
<th>Workload Percentage</th>
<th>Post-Tenure Rating</th>
<th>Department X Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>0%</td>
<td>Satisfactory</td>
<td>N/A</td>
</tr>
<tr>
<td>Research</td>
<td>50%</td>
<td>Satisfactory</td>
<td>3b</td>
</tr>
<tr>
<td>Service</td>
<td>50%</td>
<td>Beyond Satisfactory</td>
<td>4b</td>
</tr>
<tr>
<td>Overall</td>
<td>100%</td>
<td>Beyond Satisfactory</td>
<td>4a</td>
</tr>
</tbody>
</table>

### Department X Rating Scale Legend

- Exceptionally meritorious (4b)
- Highly meritorious (4a)
- Very meritorious (3b)
- Meritorious (3a)
- Highly Satisfactory (2b)
- Satisfactory (2a)
- Unsatisfactory (1)

### Comments Provided by the Head of Department X:

Comments have been provided in a document. Press the ‘View Attached Comments’ button to view this document.

[View Attached Comments]

Pressing the ‘View All Results on File’ button from the Evaluation List page will load all completed evaluations on file for the faculty member. If the faculty member has a split appointment, you will only be able to view the evaluations that your unit has submitted for the faculty member. If you click on the unit name, the evaluation record will be shown for that unit and calendar year.
**Download Ratings**

This report will allow you to download the post-tenure ratings and/or the unit ratings for your unit for any year on file into a spreadsheet format.

**Download Post-Tenure and/or Unit Ratings**

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Site Help</th>
</tr>
</thead>
</table>

**Calendar Year** 2005

**Dean's Office** College Of Lib Arts & Sciences

**Unit** Department X

**Include the following Ratings**

- [x] Post-Tenure Ratings
- [x] Unit Ratings

[Download Ratings]

---

**Workload Percentages**

This report will show you the workload percentages for all faculty members in your unit for the selected year. If a faculty member is assigned to multiple units, the faculty member’s row will contain all units that he/she has been assigned to, separated by a horizontal line. Please Note: if you wish to data enter workload percentages, you are to use the ‘Workload Entry’ page which you can access by using the menu on the left side of the page.

**Unit Workload Percentages**

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Site Help</th>
</tr>
</thead>
</table>

**Calendar Year** 2005

**Dean's Office** College Of Lib Arts & Sciences

**Unit** Department X

[Get List]

---

**2005 Faculty Workload Percentages for Department X**

++ - Indicates the tenure home unit for the faculty member

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit</th>
<th>Instruction %</th>
<th>Research %</th>
<th>Service %</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Blutarsky</td>
<td>Department X</td>
<td>0</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Eric Stratton</td>
<td>Department X</td>
<td>40</td>
<td>40</td>
<td>20</td>
</tr>
<tr>
<td>Vernon Wormer</td>
<td>Department X</td>
<td>25</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>Total: 3</td>
<td>Unit Averages:</td>
<td>21.67</td>
<td>38.33</td>
<td>40</td>
</tr>
</tbody>
</table>

++ - Indicates the tenure home unit for the faculty member
Summary Reports

Sponsored Project Proposal Summary
This page allows you to view a drill down report of sponsored project proposals for all faculty members that are assigned to your unit in the Faculty Activity Report application. Please Note that this does not include all faculty members in your unit. Simply select the year range you wish to view and the type of proposals to view (Instruction, Research, Service, All). To drill down into the report, simply click on the college name, division name, unit name, etc.

Sponsored Project Proposal Summary Report

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Site Help</th>
</tr>
</thead>
</table>

Unit: Department X

From Calendar Year: 2003  To Calendar Year: 2005

Sponsored Project Type: All

Load Summary

Calendar Year 2003 - 2005 Proposal Summary for Department X

<table>
<thead>
<tr>
<th>College</th>
<th>Investor Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Of Liberal Arts</td>
<td>$1,785,591.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division</th>
<th>Investor Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clas Dean's Office</td>
<td>$1,785,591.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College</th>
<th>Investor Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department X</td>
<td>$1,785,591.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Investor Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blutarsky, John</td>
<td>$35,438.00</td>
</tr>
<tr>
<td>Stratton, Eric</td>
<td>$1,750,153.00</td>
</tr>
</tbody>
</table>

Total Recognition Cost:
$1,785,591.00

When the report loads, you may see a list of colleges. The reason you are seeing colleges other than CLAS is because faculty members that are in your unit have sponsored project proposals that are assigned to a unit in a college outside of CLAS. Similarly, if you see units other than yours under CLAS, it is because faculty members that are in your unit have sponsored project proposals that are assigned to another unit within CLAS.

Sponsored Project Award Summary
This page allows you to view a drill down report of sponsored project awards for all faculty members that are assigned to your unit in the Faculty Activity Report application. Please Note that this does not include all
faculty members in your unit. Simply select the year range you wish to view and the type of awards to view (Instruction, Research, Service, All). To drill down into the report click on the college name, division name, unit name, etc.

When the report loads, you may see a list of colleges. The reason you are seeing colleges other than CLAS is because faculty members that are in your unit have sponsored project awards that are assigned to a unit in a college outside of CLAS. Similarly, if you see units other than yours under CLAS, it is because faculty members that are in your unit have sponsored project awards that are assigned to another unit within CLAS.

**Sponsored Project Expenditure Summary**

This page allows you to view a drill down report of sponsored project expenditures for all faculty members that are assigned to your unit in the Faculty Activity Report application. **Please Note** that this does not include all faculty members in your unit. Simply select the year range you wish to view and the type of expenditures to view (Instruction, Research, Service, All). To drill down into the report click on the college name, division name, unit name, etc.
When the report loads, you may see a list of colleges. The reason you are seeing colleges other than CLAS is because faculty members that are in your unit have sponsored project expenditures that are assigned to a unit in a college outside of CLAS. Similarly, if you see units other than yours under CLAS, it is because faculty members that are in your unit have sponsored project expenditures that are assigned to another unit within CLAS.

**Faculty Section**

In an effort to address the wide range of activities in our College, there are now 32 categories that give faculty the opportunity to input information for their annual activity report. Not all categories apply to each Unit. Each Unit is encouraged to determine which activities apply to your Unit, and advise your faculty as to the relevant categories for your Unit.
2005 Data Entry Outline

Your 2005 activity report deadline date is 2/1/2006.

- Email Address
- Instruction/Advising/Mentoring
  - Courses
  - Mentoring
  - Sponsored Instructional Grants
  - Instructional Monetary Fellowships/Awards/Internal Grants
  - Instructional Honors/Awards
  - Additional Information
- Research/Scholarship/Creative Activities
  - Authored Books
  - Edited Books
  - Book Chapters
  - Refereed Articles
  - Non-Refereed Articles
  - Conference Proceedings
  - Invited Commentaries/Prospectives/Review Articles
  - Law Review Articles
  - Edited Special Issues
  - Encyclopedia Articles
  - Book Reviews
  - Short Stories/Poetry
  - Scholarly Conference Presentations/Exhibitions/Colloquia
  - Creative Activities
  - Sponsored Research Grants
  - Research Monetary Fellowships/Awards/Internal Grants
  - Research Honors/Awards
  - Patents
  - Collaborative Activities
  - Additional Information
- Service/Outreach
  - Professional Service
  - University Service
  - Professionally Related Community Service
  - Sponsored Service and Other Grants
  - Service Monetary Fellowships/Awards/Internal Grants
  - Service Honors/Awards
  - Additional Information
- Unit Specific Information
Example of Data Entry Process

**Required Fields**

Required fields are marked with an ‘*’ after the name of the field. Below, only the ‘Additional Information’ field is not required.

- **Author(s)**
- **Title**
- **Publisher**
- **Status**
  - Under Review
  - Accepted/In Press
  - Published

**Additional Information**

**Invalid Fields**

When a data entry page is submitted without providing content for required fields or with content that is invalid for a field, an error message will appear at the top of the screen. Below is an example of an error message for not providing content for required fields. Along with the error message, the invalid form fields will be highlighted yellow to indicate that there is a problem.

The following errors occurred:
- Author(s) is a required field.
- Status is a required field.

**Author(s)**

**This is a title of a book.**

**Publisher**

**This is the name of the publisher**

**Status**

- Under Review
- Accepted/In Press
- Published

**Additional Information**
Saving
When a faculty member selects to save a record and no validation errors are found, the record is saved to the database and a message is show to the faculty indicating that the save was successful. Below is what would be seen when a new record has been successfully saved.

The record was successfully added.

At this point, the faculty member can continue entering more records for the page he/she is on, go to another page to enter information, or leave the application. The information the faculty member just entered has been saved to the database and will show up when the faculty member returns to the page.

Grid of Records for the Past Three Years
At the bottom of each data entry page is a grid of records that the faculty member has entered for the past three years. Three years are shown since faculty members are evaluated on a three-year sliding window. The following sections explain all of the features contained in the grid.

Sorting
If the column header has a line under it, the data in the grid can be sorted by that column. To sort by a column, click on the column header. If you click the column header once, the grid will be sorted in ascending order. If you click the column header again, the grid will be sorted in descending order. Below is an example of column headers that all have the ability to sort.

<table>
<thead>
<tr>
<th>Activity Report Year</th>
<th>Author(s)</th>
<th>Title</th>
<th>Publisher</th>
<th>Status</th>
<th>Publication Year</th>
<th>Volume</th>
<th>Pages</th>
<th>Edition</th>
<th>City of Publication</th>
</tr>
</thead>
</table>

Below is an example of column headers that cannot be sorted.

<table>
<thead>
<tr>
<th>Activity Report Year</th>
<th>Attached Document</th>
<th>Additional Info</th>
</tr>
</thead>
</table>

Edit Button
Records that have been data entered for the current activity report year can be edited up to the activity report deadline date. If a record is editable, it will have an ‘Edit’ button on the left side like the following:

<table>
<thead>
<tr>
<th>Edit</th>
<th>2004</th>
<th>Doe, Jon</th>
<th>Title</th>
<th>Publisher</th>
<th>Under Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>2004</td>
<td>Bo, Jane</td>
<td>Test Title</td>
<td>Test Publisher</td>
<td>Published</td>
</tr>
</tbody>
</table>

When the ‘Edit’ button is pressed, the record is loaded into the form fields at the top of the page and the faculty member can then add, edit and/or delete information and then save it. Below is an example of what the page looks like while editing a record.
While editing a record, the record in the grid is highlighted to indicate that it is being edited as seen in the image below.

![Image of grid with highlighted record]

A legend is located below the grid to indicate what the highlighting color represents.

- = Record being edited
- = Record being copied into current calendar year
- = Record needing confirmation for deletion
- = Record being moved to another section

**Delete Button**

Records that have been data entered for the current activity report year can be deleted any time before the activity report deadline. Records from previous years cannot be deleted because the faculty member’s evaluations from previous years were based on those records. If a record can be deleted, there will be a ‘Delete’ button on the right side of the record.

![Image of delete button]

When the ‘Delete’ button is pressed, the record is loaded into the form fields at the top of the page and the faculty member must verify that they want to delete that record. Below is an example of what the page looks like after the ‘Delete’ button has been pressed.
Please Note: any changes you make to the form fields will not be saved. The information is there only to show you which record was selected to be deleted. Like a record being edited, a record being deleted is highlighted in the grid as seen below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Author(s)</th>
<th>Title</th>
<th>Publisher</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004</td>
<td>Doe, Jon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>Bo, Jane</td>
<td>Test Title</td>
<td>Test</td>
<td>Published</td>
</tr>
</tbody>
</table>

**Copy Button**

Records can be copied into the form fields at the top of the page so they can be used as a baseline for a new record. An example of when the copy feature could be used is when you mentor the same student over several years. If a record can be copied, a ‘Copy’ button will appear on the left side of the grid as seen below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Author(s)</th>
<th>Title</th>
<th>Publisher</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>Bo, Jane</td>
<td>Test Title</td>
<td>Test</td>
<td>Published</td>
</tr>
<tr>
<td>2003</td>
<td>Doe, Jon</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When the ‘Copy’ button is pressed, the record is loaded into the form fields at the top of the page and the faculty member can then add, edit and/or delete the information and then save it as a new record for the current activity report year. Below is an example of what the page looks like while copying a record.
Like a record being edited, a record being copied is highlighted in the grid as seen below.

Move Button

Due to the large number of new sections created since the FAR application was first released, records from past years may be better suited in a new section. Currently, the following pages allow records to be moved:

- Authored Books: move to Book Chapters
- Edited Books: move to Book Chapters
- Honors/Awards: move to Instruction, Research or Service Honors/Awards
- Refereed Articles: move to Book Chapters, Book Reviews, Conference Proceedings, Invited Commentaries/Prospectives/Review Articles, Edited Special Issues, Encyclopedia Articles, Law Review Articles and Non-Refereed Articles

On the pages listed above, you will see a ‘Move’ button on the right side of the grid for records created in previous activity report years like the following image shows.

When the ‘Move’ button is pressed, the record is loaded into the form fields at the top of the page and a section asking where you want to move the record is shown. The following image is an example of what is shown on the Refereed Articles page.
You have requested to move the record displayed below to a different section.

NOTE: You cannot change the content of this record; you can only move it to a new section. The record is only shown below so you know which one your are moving.

Select which section to move to and then press the 'Move Record' button.

Move Record To
- Book Chapters
- Book Reviews
- Conference Proceedings
- Invited Commentaries/Prospectives/Review Articles
- Edited Special Issues
- Encyclopedia Articles
- Law Review Articles
- Non-Refereed Articles

Please Note: any changes you make to the form fields will not be saved. The information is there only to show you which record was selected to be moved. Like a record being edited, a record being moved is highlighted in the grid as seen below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Author</th>
<th>Title</th>
<th>Journal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>Doe, Jon</td>
<td>Title Test</td>
<td>Journal Name Test</td>
</tr>
</tbody>
</table>
**Assistance Bar**

The Assistance Bar is located below the page header on every page and provides three functions.

**Instructions/Site Help**

The Assistance Bar will always provide you with instructions concerning the page you are on and provide help on how to use anything in the site. The image below shows what the Assistance Bar looks like with the 'Instructions' and 'Site Help' buttons.

The image below shows what the Assistance Bar looks like when the 'Instructions' button has been pressed.

If you are on a data entry page, you will see the following image when the 'Instructions' button has been pressed. The 'View Form Field Meanings' button will open a page in a new window that contains the meanings of all of the form fields located on the page you are on.

The image below shows what the Assistance Bar looks like when the 'Site Help' button has been pressed. Pressing the 'View Site Help' button will open the help page in a new window.

**Cut and Paste**

On all data entry pages, the Assistance Bar will contain a 'Cut and Paste' button as seen in the image below.

The cut and paste feature allows you to copy information from a document (e.g., your CV) and paste it into the text box as seen in the image below. At this point, you can copy and paste the data into the form fields located below the cut and paste section. The information in the cut and paste section will remain until you leave the page or remove it from the text box.
**Navigation**

On all data entry pages, the Assistance Bar will contain buttons to navigate between pages as seen in the image below.

| Instructions | Site Help | Cut and Paste | Previous | Section Index | Next |

The 'Previous' button will take you to the previous page in the data entry process. If you place your mouse cursor over the 'Previous' button, text will appear stating the name of the previous page.

The 'Section Index' button will take you to the page that contains a list of data entry pages for the section that you are currently in.

The 'Next' button will take you to the next page in the data entry process. If you place your mouse cursor over the 'Next' button, text will appear stating the name of the next page.