

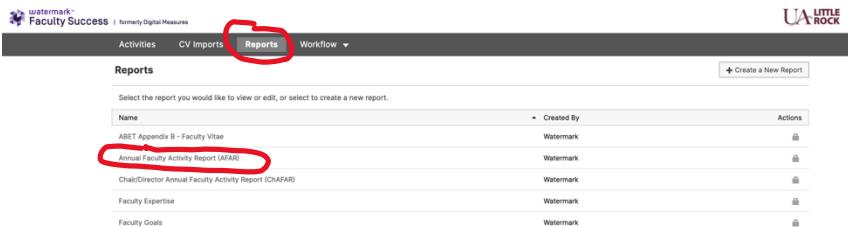
# Annual Review: Faculty

This quick reference guide (QRG) is for faculty to show how to submit the annual faculty activity report (AFAR) review.

The process requires information to be entered into Faculty Success PRIOR to initiating the workflow process. For details as to how to use Activity Insight for Faculty data, please refer to the QRG Activity Insight: Faculty Input and Reporting.

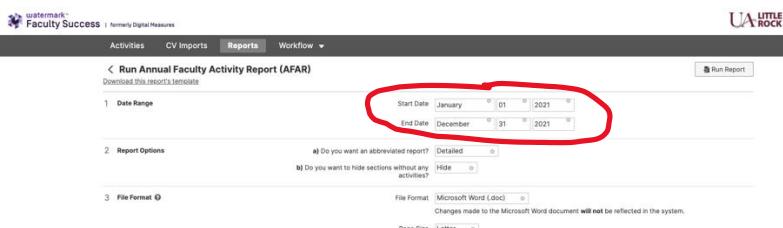
## REVIEW AFAR

1. Click on the **Reports** menu at the top of the screen.
2. Select **Annual Faculty Activity Report (AFAR)**.



A screenshot of the Faculty Success interface. At the top, there is a navigation bar with tabs: Activities, CV Imports, Reports (which is highlighted with a red circle), and Workflow. Below the navigation bar, there is a search bar labeled "Select the report you would like to view or edit, or select to create a new report." Underneath the search bar, there is a table listing reports. The first row shows "ALET Appendix B - Faculty Vitae" and "Annual Faculty Activity Report (AFAR)", with the AFAR link being highlighted by a red circle. Other rows include "Chair/Director Annual Faculty Activity Report (ChAFAR)", "Faculty Expertise", and "Faculty Goals".

3. On the report screen, enter the Correct Dates as shown in next figure (Jan 1, 2021 to Dec. 31, 2021).



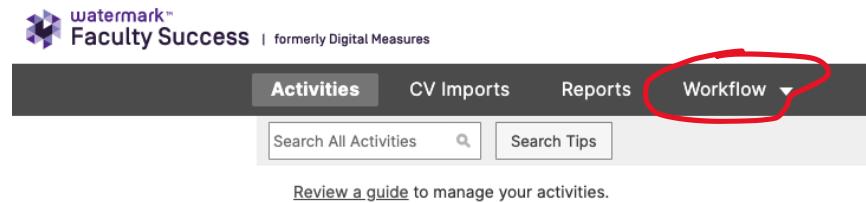
A screenshot of the "Run Annual Faculty Activity Report (AFAR)" configuration page. At the top, there is a header with the Faculty Success logo and a "Run Report" button. Below the header, there are three sections: 1. Date Range, 2. Report Options, and 3. File Format. In the Date Range section, the "Start Date" is set to "January 01 2021" and the "End Date" is set to "December 31 2021". Both dates are circled in red. In the Report Options section, there are two radio buttons: "Do you want an abbreviated report?" (Detailed) and "Do you want to hide sections without any activities?". In the File Format section, the "File Format" is set to "Microsoft Word (.doc)".

4. When dates are correct, click Run Report

5. An AFAR will download to your computer in Word.
6. Review the document to ensure all information is correct and complete. If changes need to be made, return to Activity Insight, click the Activities Menu and enter information (or correct the information). Consult the QRG for Activity Insight: Faculty Input and Reporting.

## Enter Workflow

1. Click the Workflow Menu Item.



A screenshot of the Faculty Success interface. At the top, there is a navigation bar with tabs: Activities, CV Imports, Reports, and Workflow (which is highlighted with a red circle). Below the navigation bar, there is a search bar with two buttons: "Search All Activities" and "Search Tips". A link "Review a guide to manage your activities." is also visible.

2. Your screen should show like below. Click the task in your inbox (if you had a review in Workflow last year, that should appear in your history).

# Annual Review: Faculty

The screenshot shows the 'Workflow Tasks' section of the Faculty Success interface. It displays an 'Inbox' entry for 'Faculty' with a subject of 'Me' and a due date of '11:59 PM'. Below it, there is a 'History' section.

3. After you click the task, your screen should be similar to the below:

The screenshot shows the 'Faculty Step - Due' page. It displays the 'Annual Faculty Activity Report (AFAR)' with a 'Last Updated' timestamp of '4:45 PM' and a 'Refresh Report' button. There is also a 'Drop files here or click to upload' field for attachments.

4. You can click the pdf icon and view the AFAR that is pre-loaded as shown in the next figure.

The screenshot shows the 'ANNUAL FACULTY ACTIVITY REPORT (AFAR)' page. It includes the title, date range (January 1, 2020 - December 31, 2020), and sections for 'Unit' (Engineering, and Mathematics) and 'College'. Below is a table titled 'Courses Taught at UALR' for 'UALR Spring 2020'.

Course	Section-CRN	Course Name	Delivery Mode	Enrollment	Credit Hours
2-15631	Class Two	Lecture	35	3	
2-15638	Class Five	Lecture	50	3	
1-15737	Class Six	Lecture	10	3	

5. Note the date it was updated. IMPORTANT – if you have updated the information in Faculty Success since that date, you MUST click Refresh to update the AFAR in Workflow.

The screenshot shows the 'Faculty Step - Due' page. It highlights the 'Last Updated' timestamp ('4:45 PM') and the 'Refresh Report' button with red circles.

6. After you are satisfied with the content of the AFAR (you can only change the content in Faculty Success), you can also add attachments such as syllabi, papers, proposals, student evaluations, etc. Please note: Anything you attach will be able to be viewed by the unit committee, chair/director, dean, and provost.

The screenshot shows the 'Faculty Step - Due' page with attachments added. It lists two files: 'C:\...\CVs.pdf (14.88 KB)' and 'C:\...\NSFProposalSubmittal\_20210830.pdf (420.50 KB)'. There are 'Delete File' and 'Save Draft' buttons visible.

7. When the AFAR is correct and complete, and all the attachments are added, you can either SAVE or SUBMIT (submit sends to the next step (UNIT COMMITTEE))

# Annual Review: Faculty

Faculty Step - Due March 11, 2021 @ 11:59 PM

Last Updated March 9, 2021 at 3:12 PM

Save Draft

Attachment(s)

CLASS\_2345\_Fall2021Evals.pdf (14.88 KB)

CLASS\_2345\_Spring2021Evals.pdf (414.65 KB)

Delete File

Delete File

Drop files here or click to upload

Submit to Unit Committee

Faculty Response Step - Due March 14, 2021 @ 11:59 PM

Last Updated March 9, 2021 at 3:12 PM

Save Draft

Attachment(s)

CLASS\_2345\_Fall2021Evals.pdf (14.88 KB)

CLASS\_2345\_Spring2021Evals.pdf (414.65 KB)

CLASS\_2345\_ProposalSubmittal\_20210830.pdf (420.50 KB)

Submit to Dean

Unit Committee Step - [redacted]

Submitted March 10, 2021 by [redacted]

Committee Letter

CLASS\_2345\_Fall2021Evals.pdf (14.88 KB)

Department Chair Step - Lawrence Whitman

Submitted March 10, 2021 by [redacted]

Chair Letter

CLASS\_2345\_Spring2021Evals.pdf (414.65 KB)

I wish to respond  Yes  No

Additional Response Letter

Drop files here or click to upload

Faculty\_Response.pdf (59.09 KB)

Delete File

8. The unit committee and the chair will each complete their steps (different QRGs for those roles).
9. After the unit committee and the chair have completed their steps, the workflow returns to you for you to either accept the reviews or submit a response. Please note that the process will NOT continue until you have completed this next step. You have five days, but it does not go to the dean until you have either selected "Yes" or "No" to "I wish to respond" at the bottom of the screen. If you select "Yes" at this step, you should attach a document (word or pdf) containing your response. Then, you must select, "Actions," then "Submit to Dean" to move the process forward.

The process is now complete.

7. Your AFAR should now be in the "History" section