# 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)**.
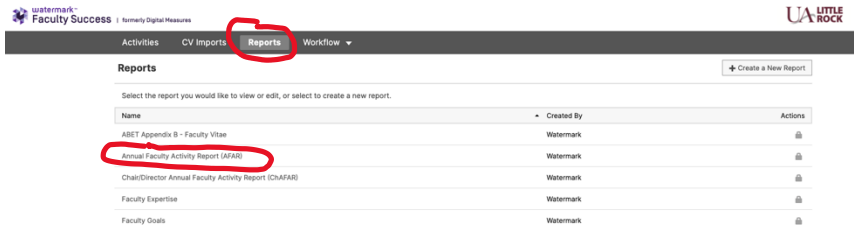


3. On the report screen, enter the Correct **Dates as shown in next figure (Jan 1, 2021 to Dec. 31, 2021)**.
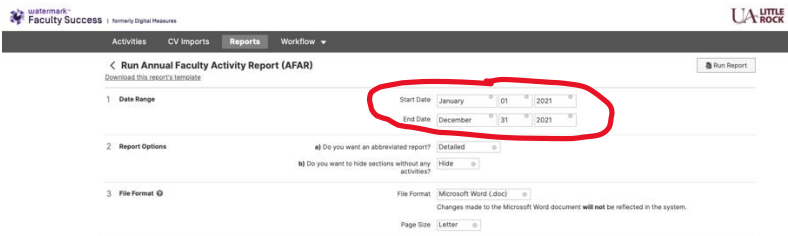


4. When dates are correct, click Run Report

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.
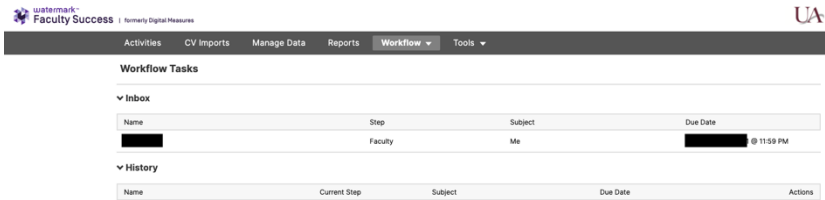
## Enter Workflow
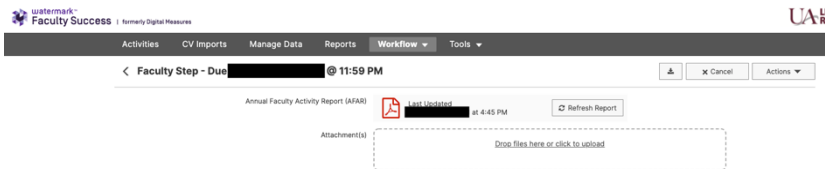
1. Click the Workflow Menu Item.
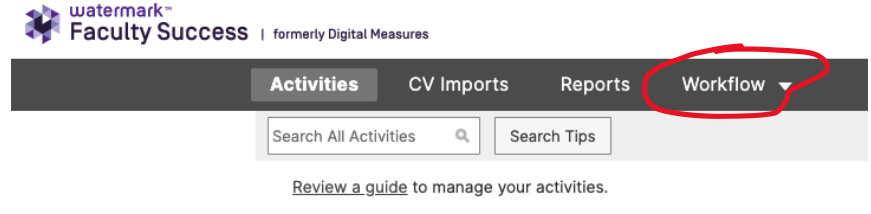


2. Your screen should show like below. Click the task in your inbox (if you had a review in Workflow last year, that should appear in your history).
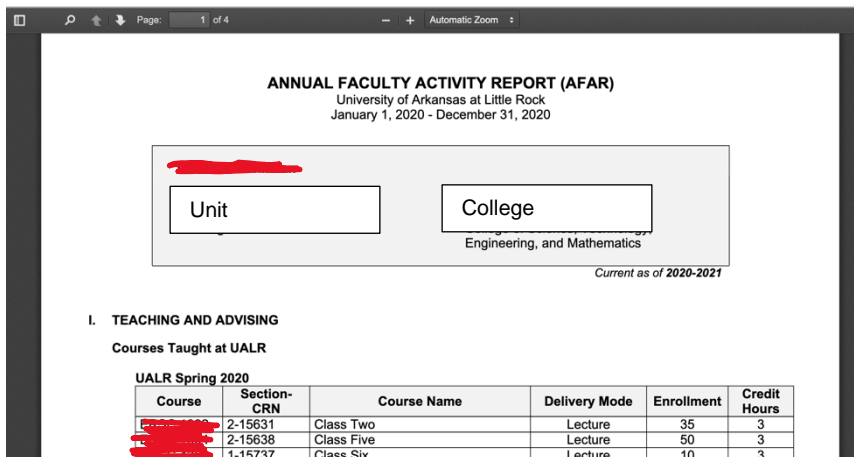
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3. After you click the task, your screen should be similar to the below:



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



**ANNUAL FACULTY ACTIVITY REPORT (AFAR)**
University of Arkansas at Little Rock
January 1, 2020 - December 31, 2020

| Unit | College |

Engineering, and Mathematics

*Current as of 2020-2021*

I.  **TEACHING AND ADVISING**

Courses Taught at UALR

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.
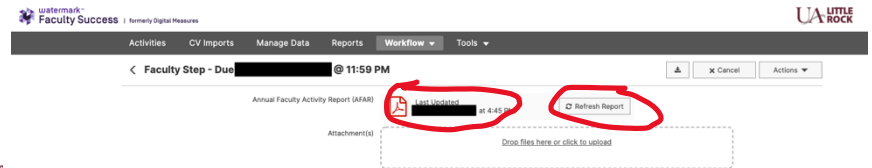


6. After you are satisfied with the content of the AFAR (you can only change the content in Faculty Success), you can also add attachments such as syllabi, papers, proposals, student evaluations, etc. Please note: Anything you attach will be able to be viewed by the unit committee, chair/director, dean,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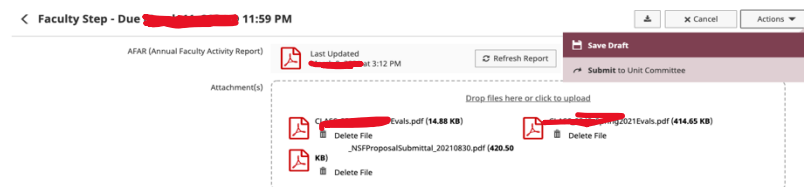


7. When the AFAR is correct and complete, and all the attachments are added, you can either SAVE or SUBMIT (submit sends to the next step (UNIT COMMITTEE))

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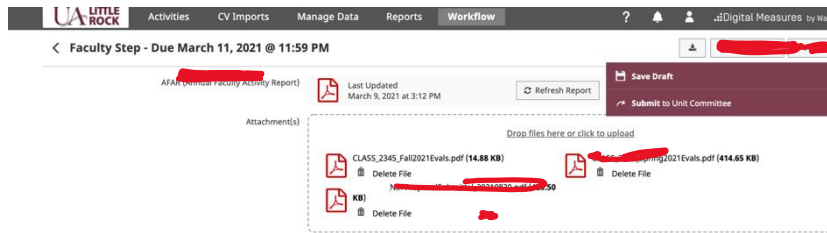




8. The unit committee and the chair will each complete their steps (different QRGs for those roles).

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.
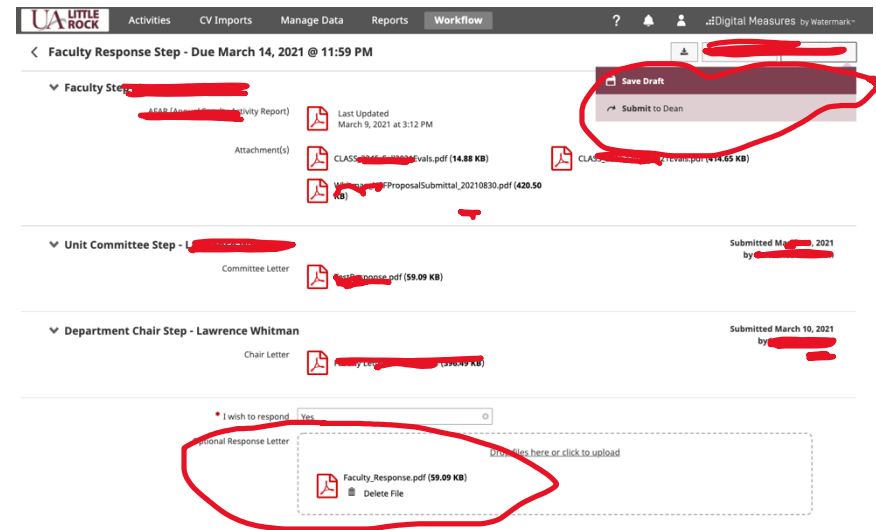
The process is now complete.

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