eFAAR Completion Instructions for Engineering Fulltime Faculty
Annual Activity Report for period: May 1, 2020 – April 30, 2021

Updated by George Chatzimavroudis
Associate Dean
Washkewicz College of Engineering

A. General Instructions

Completion of the Faculty Annual Activity Report is required for all continuing bargaining unit faculty (Faculty Personnel Policy 3344-16-03). The Engineering Dean's Office requires completion from all tenure-track, tenured, lecturers, professors of practice, research, visiting faculty and chairs/directors, and all faculty members who are in their final appointment year.

Due date: On or before April 30th —faculty who need an extra week, please secure the approval of your Chair/Director. Chairs/ directors need to approve the submitted reports within four weeks of this deadline.

How to access: Go to **MYCSU** on the CSU home page, scroll to **Computing Resources**, and click on **Electronic Online FAAR System**. Enter your **CSUID and password** and click on the CSU logo. Click on the message, **"Complete Workload: Summer 2020 - Spring 2021"**. Next, scroll through the sections of your FAAR to see what information is being requested. For some faculty a section will require no entry, should there be no activity to report. Other sections may be prepopulated with information from last year's entry and will only need editing.

How to navigate through the form: At the bottom of each section, you have a choice of buttons. **Return** exits the section without saving your entries in that section. **Save and return** will save your entries and exit you from this section. At the end of the document you can **return, save or submit**. Save is usually your best option until you know you have completed the form. Once "submitted", you cannot edit further until your Chair "returns" it to you electronically, at which point you then have the edit option again.

Prior year content carryover: Before adding new information in a section, you will be asked to give the current status of any activity you listed last year. If it should be ongoing, you will indicate that and not need to reenter that activity. But if the activity has ceased prior to this activity period, so indicate with the correct menu choice and the activity will be deleted from your form.

Required attachment: Upload **current CV**, dated April 30, 2021 in the final section. See more detailed upload instructions below.

Optional Attachments: In many sections of the form, you have the option of uploading documentation—for example course syllabi, copies of published articles.

B. Detailed Instructions for Sections

1. **Teaching: Courses Taught.** All courses in your name in the summer, fall, and spring are already entered from PeopleSoft. Your task is to edit this list so your totals in the "teaching load" column for fall and spring match your assigned load. First, for teaching a combined course or co-teaching a course, use the "group courses" option—first check in the left margin all courses that belong to a set to be grouped (i.e., multiple courses listed that comprise a single assignment in your course load). Next, edit to "zero" in the Teaching Load column any of the independent study or thesis courses that are listed—this **independent study and thesis or internship supervision of individual students will be reported in a separate section** (see point #6 below). Finally, check the "course not taught" box should there be a course listed that you did not teach.

    To upload course attachments, first click the "Add" button, browse files, and select the type. Then, select the course, one at a time, and click "Upload". Course attachments include the syllabus, the course evaluation if available, peer evaluation if available and other relevant information.

2. **Instructional Workload Credit Bank Balance (Only for faculty in the AAUP-CSU bargaining unit).** This is about thesis/dissertation bank credits. For details, please refer to the AAUP Agreement Article 14.

3. **Advising Load.** You can claim advising load for students if you are the department's designated faculty advisor. If you served as the adviser for a student organization, your advising load shall be under "Other".

4. **Reassigned Duties.** If you have been reassigned from some number of hours of your normal teaching load in order to perform some other activity (such as special administrative assignment or chair duties), here is where you record that. This would also include a course release.

5. **Scholarly Contributions and Creative Productions.** Here you will choose from several categories, and the information requested has been standardized. For those of you who routinely collaborate in your publications, please observe the procedure for indicating order of authorship as it appears in the journal or edited collection. All requested information for a given product must be entered, including a projected finish date for any article that you list "in progress."

    Update procedure. For faculty who have a previous eFAAR on file, you first must complete a mandatory update of material listed the previous year. First, hit the "view all" button to see what's there. At this point a listed item you wish to change or modify can either be edited or deleted, whichever button you hit on the right. For example, anything that was completed and published before April 30, 2020 (the end point of last year's cycle) should be deleted.

    New entry procedure. After finishing the edits of your previously entered material, hit "save." Now reenter the scholarly contributions/creative productions section and you will have access to the full template for new entries (denoted as "add").

    Please make certain when you have finished that you have no duplicate entries.

6. **Research Independent Study Supervision.** Provide the information about Independent Study (Undergraduate or Graduate), Honors Thesis, Master Thesis and Doctoral Dissertation. This is where you also name the student and identify the placement of any interns you supervised.

7. **Grants.** Input grant information and indicate Contributor Type (PI, Co-PI, etc.), percent effort, funding dates and periods; upload attachment as necessary.

8. **Professional Development.** Some of you use your professional development funds to get recertified in your specialty or to take a workshop on some new skill set at your annual meetings. Here is where you record that activity. If on PLOA, mention that here too.

9. **Institutional Committees.** Here you successively record your university, college, or department/School committee activities. For each committee, you select the "other" option and then enter the name of the committee, followed by another entry where you state the nature of your participation in that committee (member/chair/etc.). You first record your university committees, then click "Change" and select the name of your college and list your college committees. Finally, click on the + marker on the left of the college name (Engineering) and if applicable select your department/School, where you list your departmental committees.

10. **Other Institutional Service.** If you are on "special assignment" or have some other assigned tasks outside of committee work, here is where you record that.

11. **Community Service/Engagement Activity.** Includes separate lists, from local to international community service.

    Outside Employment. The outside employment form should be submitted under this section.

12. **Outside Service to the Profession.** Usually your professional association activities.

13. **Uploaded Full CV.** Click the "Add" button. Complete part A – Input Form (this is where you identify your CV by its date and your name). Select the year and the starting and ending semesters. For the field "Start Year", you will enter such as May 1, 2020. Likewise, you will enter April 30, 2021 for the "End Year". Complete part B – Attachments (click the "Upload File" button, then locate the CV by its file name on your hard drive; upload the CV and then click the "Save and Return" button.

    <u>**NOTE**</u>**: It is essential to upload your current CV in order to cover anything that could not be included in points #1 to #12 above.**

C. **Editing the eFAAR after you have hit the submit button or requesting an edit: communicate directly with your Chair**

Before you click the "Submit for Review" button, you are strongly encouraged to click the "Save and Go Back" button. If, however, you have hit the **"submit"** button without attaching a CV or need to make some other correction:

1. When the Chair enters the eFAAR administrator mode to approve your eFAAR, the Chair should hit the '**reject**' option; this will give you access to make the addition/correction.
2. In the automatic email message that is triggered by the rejection (think of it more politely as a 'revise and resubmit' request), the Chair should specify what needs to be revised, preferably also with a suggestion about how to do it.

D. Procedure for confirming CV has been uploaded (and is available for viewing)

1. Go to CV section and look for a line on the content list that identifies your CV as you defined it. If the CV is not listed (in blue print), check further by hitting the "view all" button.
2. If a CV name line appears, hit the edit icon to the right (looks like a pencil) on this line. This opens the window that shows the listed CV attachment, hit the pencil icon below the "view" column, and this will download the CV in whatever file format it is in. You may first have an additional popup at the bottom of your screen that will ask you to authorize the download.

Finally, remember to click the "SIGN OUT" button at the upper right corner (a tap under your name). Make sure you have saved the document before signing out.

E. Help

Email your Associate Dean, George Chatzimavroudis (g.chatzimavroudis@csuohio.edu).