E-FAAR Completion Instructions for Full-time Faculty
(Adapted for COSHP from Provost-Issued 2016 Instructions, and Revised -- April, 2018)

A. General Instructions

"Faculty 180" is an electronic database that you use to record and store your activities and accomplishments. It contains several options for "reports," including the **Faculty Annual Activity Report** (**FAAR**), which these instructions explain. (Faculty 180 also includes the **eDossier Report**, which will be available to you when you are due for a probationary or promotion review; the **eDossier Report** will use data that you already have entered into Faculty 180, via the annual **eFAAR** reporting explained in these instructions, or via entries you make at other times.)

Completion of the **Faculty Annual Activity Report** (**FAAR)** is required for all continuing full-time faculty (Personnel Policy 16-03)— tenure-track, tenured, lecturers, professors of practice, clinical, research, visiting, law faculty (all three categories) and chairs/directors.

Due date. By April 30th —faculty who need an extra week should secure the approval of their Chair/Director. Chairs/ directors need to approve submitted eFAARs within two weeks of this deadline.

How to access: Go to **MY CSU** on the CSU home page, scroll to **computing resources**, and click on **electronic FAAR** (or follow this link: http://www.data180.com/faculty180/csuohio) . Enter your **CSU ID and password**, and once you select **production** and hit **submit** this puts you in the "production file" for your personal record. You can then save this address as one of your "favorites" for quicker access in the future. Once in your record, click on "Forms and Reports," and then on "Complete Annual Activity Report Form: Summer 2017 - Spring 2018." 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 pre-populated with information from last year's entry, and will only need editing; you can access the *Input Form* for specific entries via the "pencil" icon appearing to the right of the entry.

How to navigate through the form. When you finish each section, you have a choice of buttons. **Save and Go Back** will save your entries and exit you from this section. **Save and Add Another** enables you to continue working on this section. **Save** is your best option if you're not sure you've fully completed the section. When you're finished with the entire eFAAR, you have several choices of buttons: **Submit for Review** terminates your access to the eFAAR – *Once "submitted", you cannot edit further* unless your chair/school director rejects and "returns" it to you electronically, at which point you then have the edit option again. Therefore, until you are ready to submit your eFAAR as a final version, use the **Save and Go Back** button; this allows you to log back in at a later time to complete/revise your eFAAR. Note that you also have a choice to **Preview CV**; this will show you the "CV" that the eFAAR creates, using data that you have entered into Faculty 180.

Prior year content carryover. Before adding new information in a section, you should give the current status of any activity you listed in a prior year (e.g., publications, service); these have been "pre-populated" into your eFAAR. If a service activity is ongoing, you will indicate that and not need to re-enter that activity. You can use "Manage Status" on the *Input Form* to change the status of a publication, if the status has changed since the previous year. **IMPORTANT NOTE:** If you anticipate a probationary or

promotion review (3rd, 4th, 5th, 6th year, OR to "full" professor) in future years, we strongly recommend that you NOT delete pre-populated entries!

Input Form and Activity Classification. In most sections, if you list an item (research/independent study supervision, grants, professional development, etc.), you will need to complete an *Input Form* and an *Activity Classification* providing more information about the item or activity.

Required attachments. Upload **current CV**, dated April 30th, in the final section. (See more detailed upload instructions below.) You also must upload (an electronic version of) your **Extramural Activity Approval Memo** that has been *signed by your chair/director*, if you have engaged in such activity during the term of this eFAAR. (See "Community Service/Engagement Activity" section below for more information about extramural activity reporting.)

B. Instructions for Sections

***Teaching: COURSES TAUGHT.

All courses (for which you are listed as the Instructor) taught during the Summer, Fall, and Spring have already been pre-populated by PeopleSoft. Your task is to edit this list so your totals in the "Teaching Load" column for Fall and Spring match your assigned teaching workload. First, check to see if you need to 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 independent study or thesis courses that are listed for which you are not receiving Teaching Load credit —this research/project supervision of individual students will be reported in a separate section. Check the "Course Not Taught" box should there be a course listed that you did not teach. Also, to the far right, there is an item that reads "Classify." The dropdown menu gives 3 options to indicate your percentage of responsibility for teaching the course: .33, .50, or "other." If you have sole responsibility for the course, click on "other," and enter 1.0.

***COURSE ATTACHMENTS

COSHP faculty are not required to upload course syllabi. Similarly, COSHP faculty are NOT required to upload attachments for "course evaluation" (students) or "peer evaluation" (colleagues). However, if you anticipate having a future dossier review (3rd, 4th, 5th, 6th year), you may choose to attach these documents to listed courses, so they will be stored in the Faculty 180 database and will appear in the eDossier that you will submit at the time of your review. You can do this by using the "add" button for the relevant course(s).

***INSTRUCTIONAL WORKLOAD CREDIT BANK BALANCE (Bargaining Unit Faculty Only)

Here, record the number of "instructional workload credits" that you have accumulated and banked. On the *Input Form*, indicate the semester (Spring) and (current) year. Then enter the total number of credits, to the nearest tenth, that you have in your credit bank record. In the "Comments" section, describe the credits in your bank. (Example: For 4 credits total, you might list "1 credit of requested overload teaching earned Spring 2018" and "3 credits for thesis service.") This number should NOT include "points" (e.g., 1 point earned for serving as a thesis committee member) that you are accumulating for service on student thesis and dissertation committees; keep those in a separate record of your own for review with your Chair/School Director in the Spring of each academic year.

***REASSIGNED DUTIES
Enter credits for "reassigned duties" (I.e., credits reassigned from your teaching load so you could perform some pre-approved administrative activity (e.g., chair or associate chair; lab manager). This category also includes course "releases" awarded to new faculty, per the terms of their LOI.

***SCHOLARLY CONTRIBUTIONS AND CREATIVE PRODUCTIONS
In this section, 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. You must enter all requested information for a given product, including a projected finish date for any manuscript that you list as "in progress."

> **Update procedure.** Faculty who have a previous eFAAR on file first must complete a mandatory update of material that was 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 be edited via "manage status" to reflect its current state (published, etc.)

> **New entry procedure.** After finishing the edits of your previously entered material, hit "save." Now re-enter 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.

***SCI ADVISING LOAD
In this section, enter, for each term covered by the eFAAR, the number of students (undergraduate, graduate, doctoral) advised, as well as the number of hours spent advising these students. There is no need to include an attachment.

***GRANTS
For each grant that was in effect during the period covered by the eFAAR, complete the rather extensive set of items pertaining to each grant (funding agency, award date, grant/contract ID, collaborators and roles, internal vs. external, % effort, whether indirects, etc.). Sections to be completed include an *Input Form, Dates and Funding Periods*, *Funded Amounts*, and *Activity Classifications*.

***PROFESSIONAL DEVELOPMENT
In this section, report activities in which you engaged to extend your own knowledge and skills -- to get re-certified in your specialty, for example, or to take a workshop on some new skill set at your annual meetings. Include a brief description of the activity. If on PLOA, include that here, too.

***INSTITUTIONAL COMMITTEES
Here you record your university, college, and department/school committee activities. For each committee, complete the Input Form and Activity Classifications. You will need to provide the name of the committee and the nature of your participation on that committee (member, chair, etc.).

***OTHER INSTITUTIONAL SERVICE
Pre-populated; make appropriate revisions. If you are on "special assignment" or have some other assigned task outside of committee work, here is where you record that.

***COMMUNITY SERVICE/ENGAGEMENT ACTIVITY

For each activity, you must complete the "input form" (stating the activity title, organization, and a brief description of your activities), and the "activity classification" section (indicating number of hours, nature of activity, whether compensation received, etc.). Report both volunteer and employment activities. *Note that entries in this section REPLACE the Extramural Activity reporting form used in the past.* You must upload the approval notification you obtained (from your Department Chair/School Director) for any of your listed outside professional service or community service activities that required CSU approval (i.e., an activity that involves a somewhat substantial one-time impact on one's regular university obligations or that involves a substantial and continuing impact, or for the normally prohibited practice of teaching at another educational institution. This all is explained in Faculty Personnel Policy 3344-11-11 and in Article 22 of the CSU-AAUP CBA.

***OUTSIDE SERVICE TO THE PROFESSION

Here, complete the *Input Form* indicating the title of your service, the organization to which you provided service, a description of your service activity, the term over which service was provided, and the current status (ongoing/ended) of the activity. You also will need to complete an *Activity Classification* that includes the number of hours spent on the activity, and whether you received a fee. NOTE: If the service required CSU approval, follow the procedure described above under "Community Service/Engagement Activity."

***RESEARCH/INDEPENDENT STUDY SUPERVISION

There are two areas to complete in reporting your research-related work with undergraduate and graduate students. The *Input Form* asks you to list the name of each student, their degree program, their project title, and an (optional) description of the project. In the *Activity Classification*, use the dropdown menu to indicate the nature of your role for each student, as well as the status of the activity and classification of the student as undergraduate or graduate. No other attachments are needed.

***UPLODADED FULL CV

Here, you will need to complete an *Input Form* displaying the Start and End semesters and years depicted in the CV that you will upload as follows:

> 1. *Hit the browse button, then locate the CV by its file name on your hard drive.*
> 2. *Attach/upload the CV and then hit save.*

C. Editing the eFAAR after you have hit the "Submit for Review" button: Communicate directly with your chair/director

   1. If you have hit the "**Submit for Review**" button without attaching a CV, or need to make some other correction, gaining access to the edit option in order to make the addition/correction requires your Chair/Director to hit the '**Reject**' option when s/he enters the eFAAR administrator mode to approve each eFAAR. This will return the eFAAR to you for editing.

   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. Help. Email your Associate Dean or other designated college advisor.