

eFAAR Completion Instructions for Engineering Fulltime Faculty

Annual Activity Report for period: May 1, 2018 – April 30, 2019

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General Instructions

Who Are Required to Submit eFAAR? Completion of the Faculty Annual Activity Report is contractually required for all continuing bargaining unit faculty (CBA Article 13.2(A)). The Engineering dean's office requests completion also from all other fulltime faculty – Chairs/Directors, College Lecturers, Visitors, and any faculty members who are in their final appointment year.

Due Date: This year we will again adhere to the **mandated April 30th deadline**—if you should need extra time, please secure the approval of your Chair/Director.

How to access: Go to **MY CSU** on the CSU home page, scroll to **computing resources**, and click on **electronic FAAR**. 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, you can click “Complete Annual Activity Report Form such as: Summer 2018 - Spring 2019” under “Messages”. I suggest you 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.

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 “Rejects/Returns” it to you electronically, at which point you can 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 full **current CV**, enter the submission date at the end of the form..

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

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. Next, indicate “not taught” to the far right any independent study courses that are listed. Please note that the independent study or thesis will be reported separately in section 12.

A. **Spring 2019:** courses taught

B. **Fall 2018:** courses taught

C. **Summer 2018:** courses taught (does not count toward teaching load)

D. **Course Attachments:** syllabus, course evaluation if available, peer evaluation if available and other.

How to Upload Course Attachments: You first click the “Add” button, browse files, and select the type. Afterward, you will select the course one at a time, then click “Upload”.

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 undergraduate students only 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, 2018 (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 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.*

6. Grants: Indicate PI or Co-PI, percent effort, funding dates and periods, attachment.

7. 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. NCATE is for teacher preparation that

has nothing to do with College of Engineering. To edit it, click the pencil icon.

8. Institutional Committees: Here you successively record any university, college, or department committees that you belong to. 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 on our college (here listed as **Engr**) and list your college activities. Finally, click on the marker next to your college and select your department, where you list your department committees.

9. Other Institutional Service: If you are on “special assignment” or have some other assigned task outside of committee work, here is where you record that.

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

11. Outside Service to the Profession: Usually your professional association activities.

12. Research Independent Study Supervision: Provide the information about Independent Study (Undergrad and Grad), Honors Thesis, Master Thesis and Doctoral Dissertation. This is where you also name the student and identify the placement of any interns you supervised.

13. Uploaded Full CV: Upload current CV as follows:

You first click the “Add” button, and then select the year and the starting and ending semesters. For the field “Start Year”, you will enter such as May 1, 2018. Likewise, you will enter April 30, 2019 for the “End Year”.

- 1. Complete part A, Input Form—this is where you identify your CV by its date and your name.*
- 2. Complete part B, Attachments—click the browse button, then locate the CV by its file name on your hard drive; upload the CV and then click the “Save and Return” button.*

NOTE: It is essential to upload your current CV so as to cover anything that could not be included in item 1 through item 12.

How to Know if Your CV Has Been Properly Uploaded?

1. You can click the “View All” button, then click the “Edit” icon to view it.
2. You can also add another CV if needed.

How to Edit after You Hit the “Submit for Review” Button?

1. Before you hit the “Submit for Review” button, you are strongly encouraged to click the “**Save and Go Back**” button.
2. If you have hit the “**Submit**” button without attaching a CV or need to make some other correction, you will need to notify your Chair to “**Reject**” your submission.

3. Upon review of your eFFAR, your Chair may ask you to revise and resubmit your report. In this case, you shall receive an automatic email message that is triggered by the rejection. The chair should specify what needs to be revised, preferably also with a suggestion about how to do it.

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.

Need Help? Email Paul Lin at p.lin@csuohio.edu or call him at 687-2556.