

**E-FAAR Completion Instructions for CLASS Fulltime Faculty.
Revised March 30, 2018**

A. General Instructions

Completion of the Faculty Annual Activity Report is contractually required for all continuing bargaining unit faculty (University Policies 3344-16-03). The CLASS 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.

Please follow the instructions carefully. It is shocking how many faculty do not read instructions and enter incorrect information in the wrong places.

Due date. This year we will again adhere to the mandated **April 30th** deadline—if you should need an extra week, 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 Online FAAR System**.
- Enter your **CSUID and password**. Be sure that **production** is selected for Database 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. You will be in the Faculty 180 program.
- On the right-hand side of the page, select “Forms and Reports”
- Once in your “Forms & Reports”, select the “arrow” to expand the “**Initiated Annual Activity Forms**”
- Be sure to click on “Complete Workload: Summer 2017 - Spring 2018.” 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.

This would be a good time to update your “Profile” by clicking on it and checking for the accuracy of information. “Profile” is just information about you. This is NOT the eFAAR, thus you will not be able to submit any information for review in this section. You must be in “Dashboard” to access the eFAAR itself.

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.

ATTACHMENTS:

Upload your **current CV**, dated April 30, 2018 **at the end of Section entitled Uploaded full current CV (the last section)**. See more detailed upload instructions below.

Please take time to upload the following materials:

In the teaching section – course syllabi, peer evaluation, SEIQ summaries.

In the scholarly contributions and creative productions section --
copies of published articles, concert programs, or other relevant materials

B. Detailed Instructions for Sections:

To enter information be sure to click on the Update button for each section where you want to enter or edit information.



- 1. Teaching.** 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**. Your chair should have provided you in writing your assigned load for this year. First, for workload crediting of stacked studio courses, applied music courses, and jointly offered 300/500 level courses, 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, indicate “not taught” to the far right of any independent study courses that are listed—**this independent study and thesis or internship supervision of individual students will be reported separately in section 7.**

2. Instructional Workload Credit Bank Balance. Check with your chair to see whether or not you currently have credit or debit banked hours and enter the amount here. If you have none, skip this section.

3. Teaching evaluations. For each course taught and for which you have SEIQ scores since your last eFAAR, enter two pieces of information—the course number/name and mean instructor rating.

First select “Update,” then “Add.” Under section A, select a semester for which you want to enter SEIQs. After your selection a window opens where you type in your course and score information. Then you save and “add another” to continue and enter the SEIQs for the next semester. After you have saved the entry for your last semester, all entered scores can be accessed for review and/or checking by hitting the pencil icon.

Under section “B” attach a copy of your SEIQ summary if you wish.

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 (funded research, special administrative assignment, and **chair duties**), here is where you record that. This would include a new faculty 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.” **For arts faculty, please indicate whether works that are performed/exhibited are new works or are older/repeated works.** Repeated performances of the same repertoire are like reprints of articles—not new scholarly/creative work. Uploading programs would be helpful to ascertain the amount of new creative work each year. Your chair will return your eFAAR if he/she cannot determine how much new work you have produced.

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.

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”).

NOTE: you can upload scholarly citations -See “Importing citations” in the Appendix

Please make certain when you have finished that you have NO DUPLICATE ENTRIES. Redundant entries have been a problem in recent years.

5. Advising load. You can complete this only if you have an accurate count or estimate of numbers of students advised.

6. Student academic advising. Give your estimate of the number of hours you spend doing academic advising per week over the course of the two semesters. Be realistic. Some people claim 20 hours of advising per week when, in fact, they are likely not on campus 20 hours per week.

7. Research independent study supervision. Provide the requested listing within the three categories. This is where you also name the student and identify the placement of any interns you supervised.

8. Grants.

9. 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.**

10. Institutional committees. Here you successively record any university, college, or department/School committees on which you serve. Please ask your chair if you do not know the difference between a university committee and a college committee, or a college committee and a department committee. These service activities have been reported inaccurately on a regular basis. 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, (under the “University” heading, then click on our college (here listed as **Liberal Arts and Social Sciences**) and list your college activities. Finally, click on the marker next to your college and select your department/School, where you list your department committees.

PLEASE DO NOT LIST COMMITTEES RANDOMLY AND CLEARLY IDENTIFY COMMITTEES CORRECTLY. MANY FACULTY IDENTIFY DEPARTMENTAL SERVICE AS UNIVERSITY SERVICE.

11. 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. Please do not include making telephone calls, setting the table for departmental luncheons, attending faculty meetings, attending commencement, counseling a grieving student, guiding a group of students across campus, etc.

12. Outside service to the profession. Usually your association activities.

13. Community service. Includes separate lists, from local to international community service, consulting. This section now serves as your Faculty Extramural Employment Report. Note the “approval procedure” paraphrase of contract language.

14. Upload current full CV. Click “add.” Enter first semester for which you have information on you CV. End semester should be Spring 2018. “Start year” should be the year you started working at CSU. “End year” should be 2018 (unless you do not update, in which case you would enter the last year for which you entered information on your CV). Attach your file, then “save and return.”

15. Scroll to the top of the page and click “Submit for Review.” Your eFAAR will be reviewed by your department chair/school director. If information is missing or incomplete, or if your chair/director wants additional documentation, your eFAAR will be returned to you. The Dean’s Office will also complete a review and may require additional documentation before your eFAAR is accepted.

C. Editing the eFAAR after you have hit the submit button, or requesting an edit: communicate directly with the chair/director--

1. If you have hit the "**submit**" button without attaching a CV, or need to make some other correction, your gaining access to the edit option in order to make the addition/correction requires that the chair hit the '**reject**' option when the chair enters the eFAAR administrator mode to approve each eFAAR.

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 (c.bracken@csuohio.edu) or phone (687-3660) Associate Dean Cheryl Bracken.

Thank you for your cooperation in this important obligation. We rely on these reports to determine workload and to report data on the productivity and engagement of our faculty.

APPENDIX IMPORTING CITATIONS INTO YOUR eFAAR

Using Google Scholar to import citations into your eFAAR

Capturing your citations via Google Scholar

1. Open a Google Scholar account. (scholar.google.com)
 2. Set up your profile. Google should populate your citations automatically.
 3. If you don't see all of your publications, click the add button and type your name in the large search box.
 4. You can then choose to add groups of articles or single articles.
 5. Go back to your profile and check the list of publications for errors; make corrections.
 6. To export all pubs, click the box next to Title. Alternatively, click the specific references you wish to export.
 7. The "export" button will then appear once you identify pubs. Click "Export" and select BibTeX
 8. You will see a download likely labeled "citations."
 9. Either save as a .bib file or open the file and copy/paste into Faculty 180.
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You now have your citations in your downloads in the BibTeX format. You can upload to Faculty 180 through EndNote or Zotero, by attaching your .bib file, or you can copy/paste into Faculty 180.

Upload directly to eFAAR/ Faculty 180 with copy/paste method

1. On your activity input form (either the initiated annual activity form or the more generic activity input form), scroll to "Research, Scholarly and other Creative Activities" and click Add.
2. Under the import option, choose Generic, and the hit return on the "notice" that appears.
3. Under citation format, select BibTeX.
4. Under citation data select copied Text.
5. A text box will appear.
6. Now go back to your downloads and open the citations. Your download will open in Notepad.
Select all and copy.
7. Return to your faculty180 form and paste into the text box and save.
8. Your citations should appear.

Uploading from a saved .bib file

1. On your activity input form (either the initiated annual activity form or the more generic activity input form), scroll to “Research, Scholarly and other Creative Activities” and click Add.
2. Under the import option, choose Generic, and the hit return on the “notice” that appears.
3. Under citation format, select BibTeX.
4. In the Citation Data box choose file, and then browse your computer to locate the appropriate .bib file.
5. Save. Then follow the IMPORTANT info above to ensure that your citations are saved to the correct semester of completion.

You can also upload directly from your EndNote or Zotero files – or others. The process is similar to above, but with specifics to your particular program.

IMPORTANT – all your citations are now imported into Faculty 180, but they are not yet saved into your activity report. Next you need to select which ones you want to save and assign them to a semester of completion.

If you forget to do this step and instead say “save all” on the initial step, you will need to go back and edit each citation in a more cumbersome process. Doable – but clunky and takes too many clicks.

Assigning your citations to the correct semester and year

Your screen will show all of the citations you just uploaded with a top header that says “Save Imported Citations.”

On the left are buttons to “select/unselect.” The easiest way to get multiple years/semesters of activity into your report accurately is to select the citations that were published in a specific semester, and then in the last two columns on the right, select the semester and year in which they were published. The year should automatically be the year of publication, but the semester will likely default to one particular semester. You may select just a few, assign to semester and year, save and repeat the process; or you may high the select all button in the blue header if the information in the last two columns is correct.

Once you are satisfied with the data, hit save selected. You can return to your activity report and find the imported data assigned correctly. You may click on the pencil icon next to each item to further edit the information, attach a description or website URL, etc.

