UNIVERSITY OF SOUTH FLORIDA

COLLEGE OF ARTS AND SCIENCES

And

COLLEGE OF BEHAVIORAL AND COMMUNITY SCIENCES

USER'S MANUAL FOR THE

FACULTY ACTIVITY INFORMATION REPORTING (FAIR) SYSTEM

THE ANNUAL REPORT

Marianne Bell
974-6538
mbell3@usf.edu

Fall 2012

Overview of the
Faculty Academic Information Reporting (FAIR) System

The Colleges of Arts and Sciences and Behavioral and Community Sciences use the FAIR system to complete required reporting forms such as the semester-based Workload and the Annual Report. You do not need advanced computer skills to use this system – if you can use Blackboard and type a syllabus, you can use the FAIR system. However, FAIR is a work-in-progress, so some instructions may be helpful.

_____

► **NOTE**: PLEASE do not spend hours trying to navigate this system. If you are having difficulty, contact me and I will be happy to assist you. I am very familiar with the FAIR system and if I can't solve the problem, I know who can.

_____

To complete these reports using the FAIR system, you will use three of its modules:

1. **Workload (previously named AFD-FAR).** Every semester your department completes the Workload module, assigning you a percentage (% FTE [full-time equivalent]) of your semester's efforts to Teaching, Departmental Research, University Governance, Public Service, Advising, Other Instructional Effort, Academic Administration and Sponsored Activity, where appropriate. After reviewing this document, scroll to the bottom of the page and electronically sign the Assigned Faculty Duties portion of this form indicating that you have received your assignment (click the "sign" box next to "faculty member").

   At the end of the semester, complete the Activity Report section of the Workload by providing documentation of the completion of your Assigned Faculty Duties (this step is *optional* – please check your department's requirement concerning Supporting Documentation in the Workload). Electronically sign the Activity Report portion of this form (click the "sign" box next to "faculty member") and you're done.

2. **Annual Report.** At the beginning of the calendar year, all in-unit faculty must complete an Annual Report on the prior year's activities as part of your annual faculty review process. Your chair or director and your department's Peer Review Committee evaluate your performance for the year using this report. When this process is complete, your Annual Report is sent to the Dean's Office for review. Please check your department's deadline for submission of the Annual Report; it is due in the Dean's Office near the end of the spring semester.

_____

►   **NOTE**: If you are pre-tenure and/or promotion, it is strongly recommended that you familiarize yourself with the Vita Bank module. Eventually, tenure and promotion will be completed using the FAIR system, and the Vita Bank will play an integral part in that process.

_____

3.   **Vita Bank (previously named SAVE).** The Vita Bank module is the FAIR system's database. This database stores information such as education, employment, publications, presentations, university governance, and public and professional service – basically, anything you would include on your CV. If you desire, the Vita Bank module compiles this data to create a customizable curriculum vita that can be displayed on the College's webpage.

     By keeping your Vita Bank database up to date, items such as publications, presentations, and service can be easily imported from the Vita Bank to complete your Workload and Annual Reports.

4.   **Tenure and Promotion System (TAPS) module.** The TAPS module is currently under revision. Hopefully, TAPS will be ready to use in the near future.

For assistance, please contact:

     Marianne Bell
     974-6538
     CPR 277
     mbell3@usf.edu

GETTING STARTED

_____

►   **NOTE**: Access to your Annual Report is limited to you, your department chair and designated staff, your department review committee, the FAIR program administrators, the Dean and Associate Deans, and me – your FAIR liaison.

_____

Logging In

Go to the main USF website (http://www.usf.edu/index.asp) and select "MYUSF." Log in using your NetID and password. Click on "Business Systems" located on the navigation bar at the top of the page. Select "FAIR" from the drop-down menu; that will take you to the FAIR home page. If FAIR is not listed in your Business Systems, call the IT Help Desk (x41222) and request that FAIR be added to your Business Systems menu.

_____

►   **NOTE FOR CHAIRS, DIRECTORS, AND ASSISTANT CHAIRS**: If you have both "Faculty" and "Administrative" access to FAIR, you will see the legend "Click here to login as faculty" or "Click here to login as administrator" below the top menu bar. To access *your* Annual Report, click the "faculty" login.

_____

COMPLETING YOUR ANNUAL REPORT

–   Log into the FAIR system.

–   Click on the "Annual Report" tab located at the top of the screen. Click on "View Historical Years" and select 2012. This will open your 2012 Annual Report.

_____

►   **NOTE:**   *If you are a member of the Faculty Evaluation Committee for your department, please refer to page 11 of this booklet.*

_____

First, select your Annual Faculty Review Summary format (the second green box located on the top third of the page). Check with your department for the preferred format.

_____

►   **NOTE:**   *The Annual Faculty Review Summary page is where your department committee and your chair/director assign numerical scores to your evaluation. This is also the signature page.*

_____

Next, click "Manage Annual Report" (the first green box at on the top third of the page).

The Annual Report is divided into ten modules (located on the left side of the screen):

-    Summary
-    Personal Information
-    Teaching
-    Instruction-Related
-    Research
-    Service
-    Other Assigned Duties
-    Other Professional Activities
-    Faculty Narrative
-    Evaluations

_____

►   **NOTE:**   *You can maneuver through the Annual Report either by clicking on "Next Module" at the top of the page or through the list of modules located on the page's left side menu.*

_____

►   **NOTE:**   *You can check your 2012 Workloads in each step of the Annual Report module. The links are located at the top of the module and are labeled "Workload - Spring 2012," "Workload - Summer 2012," "Workload - Fall 2012."*

_____

Some of the 10 modules contain several tabs.

1.   Summary
This page displays the categories in which you have an assignment. If you have no assignment for a category, the legend "NO EFFORT – This Category will not be displayed" appears in red and that category will not appear in your report.

2.   Personal Information Module
This module is populated from GEMS. If any of this information is incorrect, please contact me.

3.   Teaching Module
This module has five tabs located above the table: "Course Summary," "Course Details," Thesis and Dissertation," "Supervision of GA's and TA's," and "Teaching Narrative."

– Course Summary
This is a table of your teaching assignment for the year. It lists "Activity Type" (graduate, undergraduate, individual instruction), "No. of Courses," and "Total No. of Students." This information comes from Banner. If it is correct, click on the next tab.

– Course Details
This tab displays a detailed table of the courses you taught for the year. It includes section type, term, course number and name, number of students, and average rating. By clicking on the underlined, blue average rating scores, you can display the eight-question student evaluation table.

_____

► **NOTE**: *If the "Course Details" box is missing the "Average Rating" for any class in which you gave the eight-question student evaluation, please contact me.*

_____

– Thesis and Dissertation
In this tab, list any thesis or dissertation committees you served on during the year. The table includes 'term,' 'student name,' 'course,' 'status' (committee or chair), and 'comments.' (**NOTE**: If the course number is not listed or you do not know the course number, leave the field blank.)

To add a student

1. Select "Click to Add New Records."
2. Complete the text boxes.
3. Click on "Create New Record."
4. Click "Close."
5. Refresh the document.
6. Repeat for additional students.

– Supervision of Graduate, Teaching, and Research Assistants
On the fourth tab, list any graduate, teaching, or research assistants you supervised this year. (See **Thesis and Dissertation** above for instructions on adding records in this section.)

– Teaching Narrative
On the fifth tab, you can add your teaching philosophy, innovative teaching methods, goals and accomplishments, basically, anything you want to say about your teaching assignment for the year.

4. Instruction-Related Module

Other Instructional Effort
Effort assigned for this category includes any non-credit generating instructional effort such as new course development, program/certificate development, or innovative teaching methods.

Academic Advising
This tab provides a text box for adding "Academic Advising" narrative. This tab is limited to faculty officially assigned as a graduate or undergraduate advisor.

Supervision of Co-op Education
This tab is not applicable to the Colleges of Arts & Sciences or Behavioral and Community Science.

The Research and Service modules have several subsections that allow you to do several things:

- retrieve documentation previously entered into your Vita Bank;

- retrieve information you added to the "Supporting Documentation" section of the Workload module;

- type or cut and paste your research and scholarship directly into the Annual Report format screen.

5. Research Module

Workload – Research Documentation
This tab opens a text box for adding your research directly to your Annual Report. It also displays any "Supporting Documentation" you added to your AFD-FARs. You can add this supporting documentation to the text box by clicking on "Include?".

_____

► **NOTE:** *If you select "Supporting Documentation" from your AFD-FARs, you may have duplicate entries, so please edit your text boxes carefully.*

_____

Vita Bank – Research and Scholarship
This tab displays information in your Vita Bank database. You can add this information to the text box by clicking on "Include?" and "Add SAVE Items."

Vita Bank – Contracts and Grants
This screen lists Contracts and Grants from your Vita Bank database. To add this information to the text box, click on "Include?" and "Add SAVE Items."

_____

► **NOTE:** *If you are not using the Vita Bank, add your Research & Scholarship and your Contracts & Grants into the "Workload – Research Documentation" text box.*

_____

6. **Service Module**

   Prof. & Other Pub Service
   Any information included in your Workload or Vita Bank is available to upload into the text box. You can also type or cut and paste your service directly into the box.

   Public Service
   This includes professional and/or discipline related services to the community, the state or the nation.

7. **Other Assigned Duties Module**

   University Governance
   List any department, college, or university councils or committees you served on during the year. Any information included in your Workload or Vita Bank is available to upload into the text box. You can also type or cut and paste your service directly into the box.

   Academic Administration
   Add supporting documentation to this tab, if applicable.

   Leave of Absence
   Add supporting documentation to this tab, if applicable.

   Auxiliary Effort
   Add supporting documentation to this tab, if applicable.

   Release Time
   Add supporting documentation to this tab, if applicable.

8. **Other Professional Activities**
   This module contains a optional survey asking if you engaged in any community or international service this year. This information is collected by the Office of Research and Innovation/USF World.

9. **Faculty Narrative**
   Use this text box to summarize your academic year, list your achievements, outline your goals or any other information you want to include in your Annual Report. Items not covered in previous modules may be added to this section. It is strongly advised that you provide a narrative in this module.

10. Evaluations

Faculty Committee Chair Narrative
Your department's Annual Report Committee Chair completes this section to reflect the committee's evaluation of your performance for the calendar year. You are assigned a performance rating for each category ranging from "outstanding" to "unacceptable" with corresponding numerical ratings located on the "Annual Report Summary" page.

Chair/Director Narrative
Your Chair/Director uses this box to add his or her evaluation of your performance for the calendar year. You are assigned a performance rating for each category ranging from "outstanding" to "unacceptable" with corresponding numerical ratings located on the "Annual Report Summary" page.

Faculty Response
You may to respond to the "Faculty Committee Chair Narrative" or "Chair/Director Narrative" using this text box.

Annual Report Summary
This page provides an overview of your assigned duties for the calendar year. Included on this page is the activity type, the percent of FTE assigned to each activity, and the numerical performance ratings scores given to each activity by the Departmental Peer Review committee and the Chair/Director. Additionally, there is a "Faculty Self-Evaluation" column for you to complete, if desired.

Electronic Signing

You are now ready to electronically sign your Annual Report. At the bottom of the page, select "I want to sign this document electronically" and click the "sign" box next to "faculty member."

Your Annual Report is now complete. Click "View Annual Report Template" to review and print, if desired.

For assistance, please contact:

Marianne Bell
974-6538
Mail: CPR107
Room: CPR 277
bell@cas.usf.edu

Additional Instructions for Chairs/Directors and Faculty Evaluation Committee Chairs

Chairs and Directors

If you have both "Faculty" and "Administrative" access to FAIR, you will see the legend "Click here to login as faculty" or "Click here to login as administrator" below the menu bar at the top of the screen (the default is "Administrator"). If you are completing your Annual Report, click the "faculty" login, complete your Annual Report, and click the "sign" box that appears next to "faculty." If you are adding evaluations to your faculty Annual Reports as the chair/director, click the "administrative" login, add your narrative, add your numerical rating to the Annual Review Summary page, and click on the "sign" box appears next to "chair/director."

Faculty Evaluation Committee

If you are selected for your department's Faculty Evaluation Committee, you need to notify your FAIR liaison to be given access to your department's faculty Annual Reports.

When you log into FAIR and select Annual Report, click on "Committee Member Review," select the appropriate year, and a list of your department's faculty will open. Click on a faculty member's name and his/her Annual Report will open. Access Module 9 (Evaluations), add your narrative to the "Faculty Committee Chair Narrative," and then click "Update/Save." Next, click on "Annual Review Summary Page," add your numerical ratings, and click on the "sign" box which appears next to "Faculty Committee Chair."

_____

► **NOTE: Both the Faculty Evaluation Committee and the Chair/Director must add a written narrative as well as a numerical evaluation for each faculty member evaluated. When evaluating pre-tenured faculty, you must add "progress toward tenure" in the narrative section of the Annual Report.**

When completing your own Annual Report, click on "View Historical Years," select current year," and "Edit Annual Report." When the report is complete, electronically sign the "Annual Review Summary Page" by clicking on the "sign" box next to "faculty member."

For assistance, please contact:

Marianne Bell
974-6538
Mail: CPR107
Room: CPR 277
bell@cas.usf.edu

Category Descriptions

"Contact Hour: A standard one hour (at least 50 minutes) classroom period. Contact hours, per se, will appear only in the Classroom Instruction activity category."

Effort reporting is required for faculty, adjuncts and GA's, and this effort reporting is based on contact hours. The definition of a contact hour is only for the teaching of organized course sections and not everybody teaches, and few people teach all the time. Where the teaching of organized class sections is measured in contact hours, all other types of teaching and all other activities are converted into something like contact hours. Not surprisingly they are called Contact Hour Equivalencies.

TEACHING ACTIVITIES

Classroom Instruction is computed using the definition of contact hours above. Classroom Instruction is the teaching of organized course sections. (8.33 per credit hour or 25 FTE for the 3-credit course and 33 FTE for a 4-credit course.)

Thesis and Dissertation Supervision is assigned Contact Hour Equivalencies at the maximum rate of two contact hour per student. Only the committee chair will ordinarily be given full credit (one [1] FTE per student), and committee members will usually receive one-third of that accorded to the chairperson (.333 of a contact hour per committee member).

Directed Individual Study is assigned Contact Hour Equivalencies at the maximum rate of one (1) contact hour per student (not to exceed five [5] FTE).

Supervised Teaching/Individual Research is assigned Contact Hour Equivalencies at the maximum rate of one (1) contact hour per student (not to exceed five [5] FTE).

Other Instructional Effort/Non-Credit Generating: Performance of instructional-related activities which are not reported on the Instructional Activity File. This includes the development of new delivery approaches, large enrollment classes, mentoring junior faculty members, or major revisions of a for credit courses. A maximum of one (1) contact hour equivalency may be assigned per three and one-half (3.5) clock hours of activity per week.

This category is primarily for curriculum development, but also includes the teaching of non-credit courses or seminars as part of the normal salary and FTE. For example, this category is used by Communication Sciences and Disorders for non-organized course section assignments in Clinical Instruction.

RESEARCH ACTIVITIES

This includes all research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds. Research activities include publications such as books, book chapters, journal articles, conference presentations, and funded research such as contracts and grants. You may include scholarship that is submitted, accepted, or in press.

SERVICE ACTIVITIES

Public service extends the professional and/or discipline related services of individuals at the community, state, national, or international and is provided at no charge to the recipient. This includes service in professional organizations and academic or professional student organizations. The primary intent is to provide professional and/or discipline-related services, other than instruction, that are beneficial to groups and individuals.

University Governance activities, councils and committees, provide advisory support to the general governance of the department, college, or institution.

ADMINISTRATION

Supervisory or management activities related to the administration of a department, college, university or the SUS. This activity provides administrative support and direction to the instructional, research and public service programs. Assignments customarily and regularly require the incumbent to exercise discretion and independent judgment and may include service on inter-institutional SUS committees. Effort in this activity should reflect the administrative duties that were assigned to the individual.