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 2010
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. The Vita Bank module compiles this data to create a customizable curriculum vita that is 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

The FAIR system’s URL is http://usfweb3.usf.edu/fair. You can log into FAIR using your

– USF NetID (your Blackboard login and password) or

– e-usf portal (your email login and password).

➤ 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 2010. This will open your 2010 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).

You have four choices: Complete Detailed Format, Overall Summary Format, Detailed Format, and Super Detailed Format. Please check with your chair for your department’s selected format. Choose your format and “Set as Default.” This will take you to the Summary Page. Click on “Recompute % Assignment” to calculate the Activity % Assigned.

➤ 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).

The modules are:

- Summary
- Personal Information
- Teaching
- Instruction-Related
- Research
- Service
- Other Assigned Duties
- Other 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 2010 Workloads in each step of the Annual Report module. The links are located at the top of the module and are labeled “Workload - Spring 2010,” “Workload - Summer 2010,” “Workload - Fall 2010.”

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 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

State Mandated Pub Service (Include from SAVE)
This tab is used by the FMHI department in BCS.

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.

Clinical Service
Include any clinical service in this text box.

NOTE: The Clinical Service category is used by departments providing services to patients.
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 Activities Module**

**Faculty Development**
**Prof. Experience**
**Honors & Awards**
**Miscellaneous**

Add supporting documentation to this screen, if applicable.

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 academic 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.

**Chair/Director Narrative**
Your Chair/Director uses this box to add his or her evaluation of your performance for the calendar year.

**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

NOTE: When evaluating pre-tenured faculty, you must add “progress toward tenure” in the evaluation section of the Annual Report.

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 Chair

If you have been selected as your department’s Faculty Evaluation Committee Chair, you need to notify your FAIR liaison to be given your access to your faculty’s Annual Reports.

When you log into FAIR and click on 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 “Save and Continue.” Next, click “Annual Review Summary Page,” add your numerical ratings, and click on the “sign” box which appears next to “Faculty Committee Chair.”
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