Introduction

This USER GUIDE consists of four sections. First, it provides *Timelines and Links* to important documents relevant to the FEC process. Second, it provides a *Explanation of the Faculty Annual Report (FAR) system* that the Faculty of Education adopted for first reporting use of the 2018-2019 academic year. Third, it provides information on *Getting Started and an Overview*. Finally it provides *Detailed Instructions* for each specific section of FAR with the hopes of making it easier for faculty members to navigate FAR.

I. Timelines and Links

**August 20, 2019:** Deadline for faculty members to submit FAR to their Department Chair. Please note the FAR system imposes a hard deadline for the Chair to submit all annual reports for FEC review, after which annual reports can no longer be edited. To submit your FAR click the “Submit to Department” button on the front page of FAR.

- Faculty Annual Report (FAR) - click this link to access FAR with your CCID and password
- IST FAR User Guide - IST more detailed user guide for the technical aspects of the FAR form
- Criteria for Evaluation of Academic Staff - The online FAR form tracks the performance indicators as described in the Criteria. The Criteria are essential for you to understand so that you can enter appropriate information into fields and text boxes.
- Conflict of Interest - Disclosure Report

II. Explanation of FAR

1. The new Faculty Annual Report (FAR) is being implemented in a staged roll-out across campus; the Faculty of Education is the seventh faculty to adopt it starting for the 2018-2019 reporting period. The staged roll-out of FAR is led by the Provost office, in partnership with Information Services & Technology (IST).

2. If you have feedback about FAR to improve its eventual cross-campus full implementation please provide it directly to IST, through FEC, or administration.

3. The goals of the FAR project are to streamline the annual reporting process; reduce administrative burden; enhance accuracy and consistency in annual reporting amongst faculties across campus, and to allow accumulation of consistently reported information about faculty activities at all administrative levels.
4. FAR also provides for direct electronic communication regarding annual reports and archiving of annual reports, recommendation, and decision letters related to merit increments.

5. Applications and review for tenure, promotion and sabbatical requests will continue to be carried out under current Faculty of Education processes.

III. Getting Started in FAR and Overview

1. FAR is a completely online system that you access with your CCID and password.

2. The main Annual Report homepage is the main navigation space for the site. Navigate to each section by clicking on the heading option. To return to the main page click the <back> button at the top left of the page. At this time, a <next> button is not available.

3. You click <save> on every page of FAR to retain your entries.

4. Auto-Import: A number of sections will automatically import information from external sources including courses taught and research funding from PeopleSoft. However, please check that all imported information is accurate. You may wish, or be required, to add information in specific fields.

5. Carry forward: Many of the sections will contain information that can be carried forward from year to year, including graduate student supervision/advising, supervisory committees, and funding. IST has attempted to bring forward this information from our previous on-line faculty reports; please double check to ensure such information is correct.

6. Information/Tips: Some fields have an <information> icon and ‘tool tips’ with additional information. If you hold the cursor over the information icon, brief guidance will appear for that section. For example, in the Personal Information section, if you hover the cursor over the information icon next to “Rank Hired”, the following information appears: “What was your starting rank at U of A”.

7. Required Fields: Each section has required fields, indicated by small (tiny!) red asterisks* – if these required fields are left blank, that section will be considered incomplete and will not be included in your downloaded or submitted annual report. An incomplete required field will generate an error message. If you notice any element marked as “Incomplete”, double-check to make sure all required fields have an entry.

8. Formatting: Some fields have standardized formatting rules, which may, or may not, result in an error message being generated before elements can be saved;
   i.  a. Names should be entered as indicated in the field (light grey letters)
   ii.  b. Dates can be entered with the pop-up calendars or use the format YYYY-MM-DD;
   iii. c. Numeric fields (e.g. percent of dollar funding amounts) cannot include punctuation (i.e., no %, $ or commas).
9. **Content limits:** Some fields have content limits - please note that these are CHARACTER counts, not word counts. Once you begin typing, the field will show you how many characters you have left. These are maximum characters and may not all be required for you to adequately represent your work/reflection.

10. **Preparing content:** You might consider writing the content for reflection or other longer sections in a Word or Google doc and then cutting and pasting them into the appropriate field.

11. **Attachments:** Any Attachments must be appended in the final section of the FAR; these can be in any transportable format (e.g., Word, Excel, PDF).

12. **Dates:** When FAR makes reference to *The Review Period* or *Year in Review* it means JULY 1, 20XX to JUNE 30, 20XX. Only include activities undertaken and outputs produced during the year in review.

13. **Checking Progress:** You can check your work as you progress by clicking the “Download Report” tab from the top of the main page. This will create and download a readable PDF version of your annual report; it will not submit your report.

14. **Submitting your Report:** Once you are satisfied with your annual report, click the “Submit to Department” tab at the top of the main page. Your report will be sent directly to your Chair. Once you submit, your annual report will be locked, and you will no longer be able to edit it until the Chair reviews it. IF YOU SUBMIT MISTAKENLY – DON’T PANIC. You may simply let the Chair know and it can be returned to you; when the report is returned to you, an email will also be sent to alert you.

15. **After Submission:** Once your annual report has been submitted to the Chair, you will have an opportunity to meet with the Chair to go over your report; any updates or revisions can be discussed, and if needed, your annual report can be returned to you for further edits before finalizing and re-submitting to the Chair; an email will be sent to alert you.

**IV. Specific Guidance for completion of FAR by Section**

**A) Executive Summary**
- This is a new and required field offered by FAR.
- In this section you can briefly (*up to 5000 characters including spaces*) highlight what you feel were your main accomplishments in any or all of the reporting categories in the year under review.
- Providing this information will help your Chair write their recommendation letter for FEC.

**B) Personal**
- You will be required to enter at least 3 (and up to 10) Research Keywords; these are to be self-nominated, so you can use terms that you feel best describe your areas of
interest and expertise in scholarly activities; the Faculty and the University can use these keywords to identify areas of interest and expertise among faculty members.

- Under workload/job description - enter your workload as 40% Research - 40% Teaching - 20% Service UNLESS (a) your hiring contract states different percentages or (b) you have a signed *Workload Variance Letter* for the year under review. In that case, enter the workload percentages as per the letter.
- Total of all fields must be 100; enter 0 (zero) for fields that are not part of your assigned workload for the year under review

**C) Teaching**

- The first section ‘Undergraduate/ Graduate Course(s) Taught’ is for information about courses for which you are a registered primary instructor, and will be automatically uploaded from PeopleSoft; if any of the uploaded information about your courses is incorrect, or records are missing, you can request changes through the system by using the icons in the upper right corner of the course listing field; courses can also be added manually, if necessary (‘add an element’).
- If you co-primary instruct a course, you must be registered as such in PeopleSoft. Please indicate in the Comments text field your role as a co-primary instructor;
- Student evaluations of teaching (i.e., USRI) reports are not automatically imported; All USRIs - numerical and written comments - must be uploaded in the ‘Attachments’ section at the end of FAR.
- If you are not a primary instructor, but have contributed to a course (e.g., provided one or more lectures), enter that information in the ‘Contribution to Other Courses’ section.
- For graduate student supervision (i.e., thesis-based MEd or PhD) or advising (i.e., course-based MEd, MLIS) you are required to indicate the name of the student, department, degree and co-supervisor (if applicable)
- You can indicate participation on graduate student committees as member of supervisory committee, external examiner, or examination committee chair.
- The section “Activities Undertaken to Improve Teaching” allows for a brief (500 character) reflection on such activities.
- The section “Reflections on Teaching” allows for up to 5000 characters of reflective statements. This section would be an appropriate place to include statements on both teaching and graduate student supervision.

**D) Research and Scholarly Activity**

- If helpful to you, “Journal Papers”, “Book Chapters” and “Books” sections can automatically import such research outputs from Scopus and Web of Science (WoS); your published papers will be identified by your Author ID in those external sources, based on your name and affiliation with the University of Alberta, and published during the year in review (July 1 to June 30).
- Normally papers are reported in the year they are actually published and should then be listed as having a status as “published”.
• Articles and books that are in press as of June 30 for the year under review may be included with a confirmation letter from the publisher. These publications should be listed as having a status of “in press” in FAR. The “accepted” option should not be used.

• In this first year of using FAR, you may want to reconcile your list of journal papers against your annual report from last year to confirm that no published journal papers are missed, nor are any ‘double-counted’; please only include those outputs that were made publicly available in the reporting period – published, e-published ahead of print (i.e., received a doi) or ‘in press’ (requires evidence and can’t be claimed again); do not include outputs that are submitted or under review.

• Please note any student co-authors in the comments box for each entry.

• Please indicate your contribution to any works listed in this section, otherwise the entry will be considered “Incomplete” and will not be presented in the read-only view or PDF; a 500 character text box is available to describe your contribution, which you may use, but at a minimum, it is suggested to use any of the following terms (any one, or as many, as appropriate):
  o Lead author; Senior Author; Corresponding Author; Co-author (xx% contribution); Student supervisor; Student supervisory committee member.

• OpEd pieces, interviews in the popular press, or blogs, may be reported in the “Other Research and Community Engagement” section.

• The section “Reflections on Research” allows for up to 5000 characters of reflective statements.

E) Funding and Engagement

• Please indicate funding sources as ‘grants’, ‘contracts’ and ‘salary’ awards; the ‘type’ field also allows for a description of ‘peer-reviewed’ or ‘competitive’, which are often considered synonymous;

• Funding sources should be identified as per the drop-down menu selections under type and status.

• The section “Research Related Awards/ Honours/ Fellowships” allows for a brief (500 character) reflection on such activities. You may also use the comment section under “Reflections on Research” in the Research Category above.

F) Professional Practice

• This section is only applicable if you have a Workload Variance Letter on file for the year under review which allocates some percentage of your work as Clinical

• All other clinical, professional or consulting activities are considered Supplementary Professional Activity (SPA).

• Consult with your Chair if you are unsure or unclear of the distinction between Professional Practice and SPA.

G) Supplementary Professional Activity

• This section may be used to report on clinical, professional or consulting activities that are considered Supplementary Professional Activity, including their relevance to your
position at the University of Alberta. See the appropriate section in the Faculty Evaluation Guidelines (linked above) and Section 8 of the Faculty Agreement for further information.

H) Service

- This section may be used to report on Service-related activities (e.g., committee membership).
- Service activities should be indicated as internal to the University, at the level of the Department, Faculty or University, or for external stakeholders, including scholarly (e.g., peer-review of papers/grants), professional (e.g., leadership position in professional society), or the broader community.
- Formal Administrative positions denoted by a Workload Variance Letter on file for the year under review should not be reported here, but rather in the next section on Administration.

I) Administration

- This section is to be completed only by faculty members with formal Administrative positions with a Workload Variance Letter on file for the year under review.
- There are 3 sections provided to describe the expectations of the administrative position (3000 characters to describe; 3000 characters for completion), main/ noteworthy accomplishments, (3000 characters) and leadership/ innovation activities (6000 characters).
- All are required fields, so require some input, but do not require full character counts.

J) Sabbatical Summary

- In the Sabbatical Summary - please write “see attachments”. You do not need to need to write a summary in addition to your report. But you must write “see attachments” for the section to be considered complete.
- The approved Application for Sabbatical and the Sabbatical Report must be appended as Attachments.

K) Attachments

- You must attach
  o USRs (numeric and comments)
  o Application for sabbatical and sabbatical report
  o Letter of workload variance if applicable
  o The completed and signed Conflict of Interest - Disclosure Report.
- You may upload additional materials as attachments, such as reports of peer review of teaching, letters of commendation, or additional evidence of engaged scholarship.