

Faculty Activities System (FAS)

<http://infosys.etsu.edu/fas>

EAST TENNESSEE STATE UNIVERSITY
Faculty Activities System

» Faculty Information Home
» Activities
» Academic Year Faculty Activities Report
» Evaluation (FAE)

Welcome to the Faculty Activities System

Please read the following information sections to become familiar with the Faculty Activities System prior to data entry.

The orientation session for the 2004/05 Faculty Activities System (FAS) includes:



1. An overview of the FAS
2. Instructions for entering data in the Activities section.
3. Procedures for finalizing the year-end Faculty Activities Report.
4. Instructions for completing the self-evaluation section.
5. Procedures for Department Chairs to review/evaluate Faculty Activities Reports.
6. Opportunity to provide feedback regarding the FAS training schedule for faculty, department chairs, and deans.

FAS Overview:

» Faculty Information
» Activities
» Academic Year Faculty Activities Report
» Evaluation (FAE)

- Faculty Information – most information in this section is pre-populated from other systems. Contains the faculty profile, workload, and information regarding instruction.
- Activities – Data input area for Administration, scholarship, service, and teaching activities.
- Academic Year Faculty Activities Report – generates a report for the data entered in the Activities section.
- Evaluation (FAE) – faculty submit a self-evaluation that goes to department chairs and deans for annual review.

Faculty Activities Data Entry:

1. Click on the arrow  adjacent to the Activities button to reveal the sub-menu.
2. The Activities sections include the data input categories of Administration, Scholarship, Service, and Teaching.
3. Click on the arrow  adjacent to each category to reveal the menus for each section.



Administration:



4. Activities related to your academic department or college administrative position are entered in the Position Activities section.
5. Click on Position Activities to enter your administrative activities.

6. If this is your first entry, click the Add Activity button to begin.



Home » Activities » Administration » Position Activities

You currently have no activities reported in this category. Select the Add Activity button to report one.

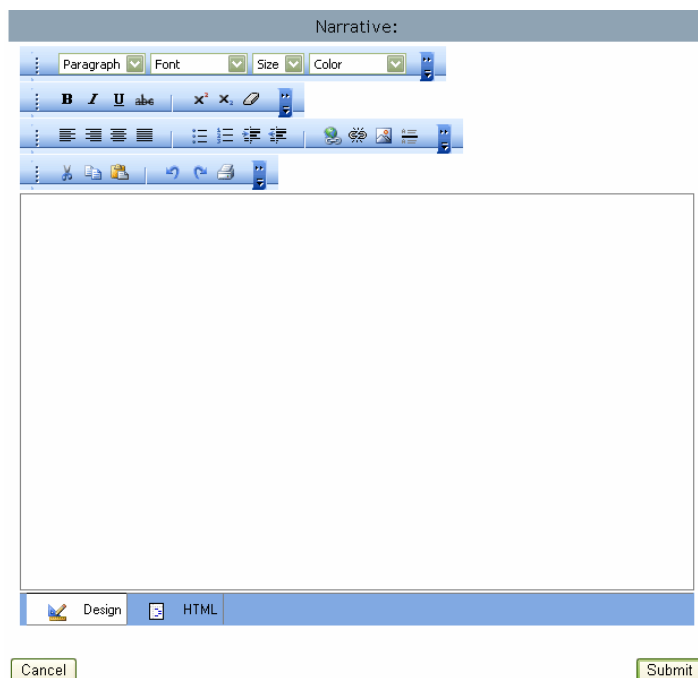
[Add activity](#)

Home » Activities » Administration » Position Activities

My Name to Identify this Activity (Searchable)	
<input type="text"/>	
Activity Description	Status
Select description	Select status
Activity Start Date (Approximate)	Activity End Date (If Completed)
1/1/2005	
My Role	
Select role	

7. Enter a title that will identify the activity.
8. Select an activity description from the drop down menu.
9. Select the status of the activity.
10. Enter a start and end date for the activity.
11. Select your role in the activity.

12. A text editor is available on the same screen for narrative input related to the activity.
13. The text editor enables you to alter the font, change the alignment of the text, insert bullets and numbering, insert hyperlinks and images, and copy and paste. The editor also includes undo, redo, and print functions.
14. Selecting the HTML button at the bottom of the window enables you to enter information in HTML format.
15. To save this activity into the FAS database click on the Submit button at the bottom of your screen.
16. *Please note: data entry is the same for each section in all categories. The drop-down selection menus in each area will be specific to the category and area, but procedures for entering data will follow the above sequence consistently.*



Scholarship:



1. Click on each area in the Scholarship category to enter activities related to your research and creative activities, including contracts, digital programs, fellowships, grants, patents, presentations, publications, and awards/recognitions you may have received for your scholarship.
2. Complete one report per activity
3. Enter April 1 as the Start Date and March 31 as the End Date to represent the reporting period
4. To review specific instructions for each area in the scholarship category click on the Scholarship button in the left menu bar.

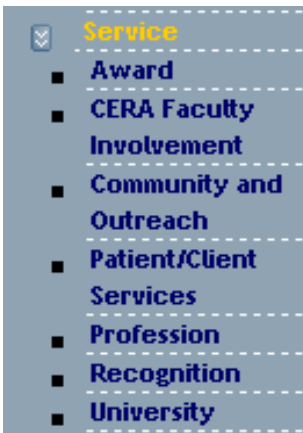
5. For the 2004/05 academic year ONLY, input in the Professional Development area in the Scholarship category requires only the **number** of development activities and a narrative description of activities.
6. Subsequent academic years will require a full Professional Development Plan and Report.





7. Please note: to view the information entered in the Professional Development Activity under Scholarship, Click “View Professional Development Reports” from the sub-menu of “Academic Year Faculty Activities Report”.

Service:



1. Click on each area in the Service category to enter activities related to your professional, community, and university service, including awards/recognitions you may have received for your service. Additional activities include CERA Faculty Involvement and Patient/Client Services if they apply to you.
2. Complete one report per activity
3. Enter April 1 as the Start Date and March 31 as the End Date to represent the reporting period
4. To review specific instructions for each area in the Service category click on the Service button in the left menu bar

Teaching:

1. Click on each area in the Teaching category to enter activities related to instruction, courses and curriculum, program evaluation, student assignments, direction of student research and creative activities, including awards/recognitions you may have received for your teaching. Additional activities are available for Librarians and University School faculty.
2. Complete one report per activity
3. Enter April 1 as the Start Date and March 31 as the End Date to represent the reporting period
4. To review specific instructions for each area in the Teaching category click on the Teaching button in the left menu bar



Academic Year Faculty Activities Report:

Home » Academic Year Faculty Activities Report

Professional Development Report

Click here to get started >>

Professional Development FAR

In this section, you will report on your professional development accomplishments for the objectives established during the last evaluation period.

1. Click on the “View/Create Current FAR” button in the left menu bar to view or create your academic year Faculty Activities Report, alternately you may click on the [Click here to get started >>](#) button.

2. Click on the drop down menu to select the Academic Year for which you want to create or view the report.

» Faculty Information

» Activities

» Academic Year Faculty Activities Report

■ View/Create Current FAR

■ View Previous

» Evaluation (FAE)

Home » Academic Year Faculty Activities Report

Academic Year Select Individual

Academic Year Select Individual

2004-2005

MARSHALL M. GRUBE
KAREN KING
E. RICK SIMONS

3. Next select the Individual for which you want to create or view the report.
4. The report for the individual selected will be generated on the following screen for review by faculty in preparation for submission of the final activity report.

5. When all information has been entered in the Faculty Activities area, and you are satisfied that the report accurately represents your academic year, click the “Finalize” button.
6. Clicking the “Finalize” button creates the final report that will be reviewed by the department chair and dean.
7. *The report submitted to the Department Chair by clicking on the “Finalize” button can no longer be edited.*

[Report Home](#)

Make this your final FAR for 4/1/2004 - 3/31/2005

Finalize

Rick Simons
4/1/2004 - 3/31/2005

Faculty Activity Evaluation:

1. East Tennessee State University implements a yearly evaluation process (Faculty Handbook, Section 2.1.1). The electronic Faculty Activities System (FAS) documents a faculty member’s teaching, scholarship, service, and administrative activities for the evaluative period. The Faculty Activities Evaluation (FAE) reviews the faculty member’s Faculty Activities Report (FAR) as part of the evaluative process.
2. Click on the “Evaluation (FAE)” button on the left menu bar for additional instructions regarding the annual evaluation process.

» Faculty Information

» Activities

» Academic Year Faculty Activities Report

» Evaluation (FAE)

■ Faculty Activities Evaluation

Home » Evaluation (FAE) » Faculty Activities Evaluation

Faculty Activities Evaluation (FAE)

Welcome, Karen!

Academic Year To get started, you must first select the academic year from the user menu. Click on the "Evaluation (FAE)" link the directions for completing a self evaluation.

Select User

- To begin your annual self-evaluation, click on the Faculty Activities Evaluation sub-menu on the left navigation bar, or alternately you may click the [Click here to get started >>](#) button.
- Select the current academic year and your name from the user list to begin your self-evaluation

- Complete a self evaluation for each appropriate category.
- Write a summative narrative explaining your self evaluation for each category.
- Describe how you demonstrate collegiality.
- Selecting "Completed" on the Status drop-down menu(top of form) and clicking "Submit" at the bottom of this screen enables your department chair to review your activities and self-evaluation.

Self Evaluation for E_Rick Simons

Status:

Administration	Fall Workload: 0% Spring Workload: 0%	Self Rating:	<input type="text" value="Meets Expectations"/>
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Narrative

Department Chairs Review of Faculty Activities Reports:

Home » Evaluation (FAE) » Faculty Activities Evaluation

Faculty Activities Evaluation (FAE)

Welcome, Karen!

Academic Year To get started, you must first select the academic year from the user menu. Click on the "Evaluation (FAE)" link the directions for completing a self evaluation.

Select User

- Department Chairs click on the "Faculty Activities Evaluation" button on the left menu bar.
- Select the Academic Year and the Faculty member from the drop down menus.
- The faculty's completed self-evaluation will be displayed.

- Department Chairs review the self-evaluation, including the narrative for each category.

Self Evaluation for E_Rick Simons

Status:

Administration	Fall Workload: 0% Spring Workload: 0%	Self Rating:	Not Applicable
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Narrative

Scholarship	Fall Workload: 0% Spring Workload: 0%	Self Rating:	Exceeds Expectations
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Narrative

This is the narrative section for the Scholarship category of my self-evaluation.

Service	Fall Workload: 0% Spring Workload: 0%	Self Rating:	Meets Expectations
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Narrative

This is the narrative section for the Service category of my self-evaluation.

Teaching	Fall Workload: 0% Spring Workload: 0%	Self Rating:	Meets Expectations
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Narrative

This is the narrative section for the Teaching category of my self-evaluation.

Collegiality Narrative

This is my narrative for the Collegiality section of my self-evaluation.

Chair's Evaluation for E_Rick Simons

Status: Viewable by Faculty Member?

Use a Combined Narrative

Administration Chair Rating:

Narrative

5. Department Chairs then may evaluate the faculty in each category and write a narrative response to each category.
6. Alternately, Department Chairs may write one combined narrative representing all categories.
7. Department Chairs may also add a faculty objective to be included in next year's professional development plan.

8. Once the Department Chair submits the evaluation of the faculty, re-select the user to view the submitted information.
9. Submission by the Department Chair makes the self-evaluation of the faculty member and the Department Chair's evaluation of the faculty member available to the College Dean.

Faculty Activities Evaluation (FAE)

Welcome, Karen!

Academic Year To get started, you must first select the academic year from the drop down menu to the left. Then, select the appropriate user from the user menu. Click on the "Evaluation (FAE)" link to view the directions for completing a self evaluation.

Select User

The evaluation has been submitted.
Re-select the user to view the submitted information.

Chair's Evaluation for E_Rick Simons

Status: Viewable by Faculty Member?

Use a Combined Narrative

Administration	<input type="button" value="Add Faculty Objective"/>	Chair Rating:	<input type="button" value="Meets Expectations"/>
Promotion		Chair Rating:	<input type="button" value="Meets Expectations"/>
Scholarship	<input type="button" value="Add Faculty Objective"/>	Chair Rating:	<input type="button" value="Meets Expectations"/>
Service	<input type="button" value="Add Faculty Objective"/>	Chair Rating:	<input type="button" value="Meets Expectations"/>
Teaching	<input type="button" value="Add Faculty Objective"/>	Chair Rating:	<input type="button" value="Meets Expectations"/>
Tenure		Chair Rating:	<input type="button" value="Meets Expectations"/>

Narrative
This is the combined narrative written by the chair in the evaluation of e_simons.

Collegiality Narrative
This is the collegiality narrative written by the Department Chair.

10. This example represents a Department Chair's review of a faculty member using the Combined Narrative format.
11. Prior to the post-evaluation conference between Department Chair and Faculty, the Chair's review of the faculty's activities is made available to faculty.
12. Department Chairs click on the drop down menu adjacent to the question "Viewable by Faculty Member?" and select Yes or No at the Department Chair's discretion.
13. Any changes made to the form by the Chair must be followed by clicking on the "Submit" button to save the changes.

If you need further assistance or information regarding the FAS system, please contact

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