Activity Insight Timeline for 2014-15

Ongoing
- Enter Scholarly Work and update progress
- Enter committee assignments, awards, undergraduate research, curriculum development, and other work as it begins and update as needed
- Enter student accomplishments in Student Success Stories
- Check all information entered before access granted and add at least 3 years of back information. (Individuals are encouraged to at least add back to last review.)

August
- Review Personal and Contact Information
- Update Faculty Schedule, Non-teaching for Fall term information (including indications of reassigned time)
- Review Administrative Assignments

September
- Reflect on courses taught in the summer term on the Scheduled Teaching screens
- Review Scheduled Teaching for appropriate fall courses, teaching credit hours, etc.
- Review Permanent Data
- Review Yearly Data for department/college assignments, changes in rank, leave, etc.

December
- Update progress of duties for which reassigned time was awarded in the fall term on the Faculty Schedule, Non-teaching screen
- Reflect on courses taught in the fall term on Scheduled Teaching screens

January (due by the end of the first week of classes)
- Review Personal and Contact Information (can now add home contact and choose release options)
- Update Faculty Schedule, Non-teaching for Spring term information (including indications of reassigned time)
- Review Scheduled Teaching for appropriate courses, teaching credit hours, etc.

May
- Update progress of duties for which reassigned time was awarded in the spring term on the Faculty Schedule, Non-teaching screen
- Reflect on courses taught in the spring term on Scheduled Teaching screens
- Update the Goals screen
- Provide overviews on Annual Overview / Highlights
- Generate draft copy of the Annual Report form and CV and make appropriate changes in AI before May 15th.