

Overview of Annual Report Process

Scholarly Activity, Professional Stewardship, and Academic Responsibility Information

Throughout the academic year faculty are encouraged to enter data on accomplishments as they happen. Special attention should be given to dates so that work will accurately appear on the annual report and other reports. In most cases if a screen includes date fields at least one must be completed (the year is sufficient) to save the record. For some work a faculty member can enter information once to cover multiple annual reporting cycles. For example, when a faculty member is elected or appointed to a committee for a set term s/he can enter a start date and end date and the service will appear across that time span. In addition, the faculty member can revise the entry to include accomplishments or reappointments without the need to re-enter all of the information. When in doubt about where to enter information, faculty should consult the chair for guidance on department norms. Any documents loaded into Faculty180 will automatically be hyperlinked to the Annual Report for review.

Reflection on Student Intellectual Development

All faculty must reflect on work with students. This will be done primarily through the *Course Reflection* and *Directed Student Learning* screens. Faculty can provide reflection at the end of the term or reflect annually each May. For regular teaching duties in the College of Art & Sciences (CAS), reflection can be done by course unless the department requires more. Further the amount of reflection is dependent on the faculty member's rank. Probationary and tenured faculty nearing review should provide a more comprehensive reflection on student intellectual development. When reflection across reporting cycles or courses is required or desired, the faculty member should use the *Annual Overview / Highlights* screen. Finally, syllabi loaded into Faculty180 will automatically be hyperlinked to the Annual Report for review.

Notes for items on the Course Reflection section:

1. Reflect on course design and instructional improvements made related to this course. Required for all faculty every term.
 - a. In CAS, faculty have the option of reflecting once per course. If you teach multiple sections of the same course, you are welcome to reflect in one screen and indicate a note such as "Reflection available in ACAD347-001 Fall 2014" on all other ACAD347 entries.
 - b. There are cases where for research courses it is better to reflect through the *Directed Student Learning* screen. When choosing this option, the faculty should indicate the location of reflection with a note such as "Reflection available in the Directed Student Learning".
2. Reflect briefly on the student course evaluations for this course. Required for all faculty (by section and/or course) where evaluations were available.
3. Reflect briefly on additional observation/evaluations of classroom performance related to this course. This should be completed for courses where observation feedback was provided. Please leave blank in other cases.
4. Describe what you have done to stay current and build your expertise in the field of this course. Faculty are not expected to have information for every course every reporting cycle, but should

over time show “a willingness and propensity to adapt instructional methods to promote student learning” (University Roles Document).

Other Reflection and Information

- All faculty are required to reflect on Academic Responsibility through the *Annual Overview / Highlights* screen.
- All faculty with advising duties are required to complete an *Academic Advising* record for both Fall and Spring terms. Faculty should complete the fields that are appropriate for the work they did. Note “Approx. Number of Hours Spent for the Term” is not a required field.
- Full-time faculty should indicate service that rises to the level of Professional Stewardship on the *Professional Stewardship and Academic Responsibility* screens. A brief rationale is required for service indicated as Professional Stewardship per the current Faculty Roles guidelines. Adjunct faculty are encouraged but not required to list service activities.
- Faculty may choose to provide an overall evaluation/reflection on work using the fields available on the *Annual Overview / Highlights* screen. Only the Academic Responsibility reflection is required.
- Faculty can create records in *Faculty Development Activities Attended* to indicate professional development activities in which they have participated.

Goals

All faculty are expected to create goals for the next academic year and report on progress toward past goals. Adjunct faculty should focus on goals in Student Intellectual Development. Full-time faculty should report annually on goals in all areas. Further, full-time faculty are encouraged to set long range goals and report on these as progress is made.

Reviewing a Draft

Before the May 15th deadline faculty should print or download and review the Annual Report for accuracy.

To print or download a report the faculty member may:

1. From your Faculty180 Home screen, click on the Action Item requesting completion of your annual report.
2. From your annual report Activity Input screen, click on the blue *Preview CV* button, roughly top center of the screen.
3. Making sure of the desired date range (typically summer 20xx through spring 20xy), click on the blue *Print and Preview* button.
4. To print, select your printer and click on the blue *Print* button; to download a pdf copy, change your printer to *save as PDF* and click on the blue *Save* button.
5. Review the copy that is generated and make corrections in the Faculty180 system as needed. In cases where information is not generated as desired, the faculty member should first check the dates entered as all information is selected based on the dates provided in the entry. If the issue persists contact the Technology Coordinator or Associate Dean.

Finalize Annual Report

Once the Annual Report is complete, the faculty member should save the PDF document for his/her records. Note that the PDF will include only a link to uploaded support documents. These might include syllabi and other course documents uploaded in the *Course Reflection* or an electronic version of a scholarly work with acceptance letter uploaded in the *Intellectual Contributions* section. Student evaluation reports are not included in the Faculty180 system, but your chair should have copies of them as supplied by the Dean's Office.

To submit your annual report, click the blue *Submit For Review* button located at the head of your Activity Input screen. Doing so will save the present copy of your annual report for review by your supervisor/s. For most CAS faculty, the due-date for Annual Report submission is May 15.

Once you have submitted your Annual Report, your chair will review it as part of your annual evaluation. Contact your chair if you have questions about this process. In cases where the chair and/or faculty member find information to correct, this can be done in the Faculty180 system and a new copy of the Annual Report can be saved. Your report becomes the official Annual Report when it is saved along with chair evaluation and forwarded to the Dean's office.

CV Creation

The college requires an updated CV annually for all faculty for accreditation purposes.

To generate a CV from Faculty180 the faculty member may:

1. Click on *Vitas & Biosketches* in the left-hand side-bar.
2. Under "Vita Options", select the radio button "Institutional" and select "StandardCV* (Winthrop University)" from the drop-down menu. For the Date range, you may select "All" or specify a "Custom" range. Click on the blue *Refresh Vita* button to review any changes that you make to these selections. Click on the blue-gray *Export/Share* button to save your CV as a PDF or Word file.
3. Review the document that is generated and make corrections in the Faculty180 system as needed. In cases where information is not generated as desired, the faculty member should first check the dates entered as all information is selected based on the dates provided in the entry. If the issue persists contact the Technology Coordinator or Associate Dean.