

Faculty Review and Approval of Activity Report

Both the administrator and the faculty will be able to view the Activity Report for the target semester(s) at the same time. Faculty can add or modify activity entries.

- Under Teaching, faculty will see the course sections they taught for the semester. The system requires faculty to confirm they taught the section by clicking the ADD button for each section the first time the activity report is accessed. **Faculty should not modify any of the information pertaining to the section including the FTE shown.**
- A variety of efforts might be included Under Instruction Related Activities such as completing eDesign, serving on outside thesis or dissertation committees, and Quality Matters or ACUE certifications.
- Faculty will need to update each entry for the semester related to Scholarly Contributions and Grants and, if appropriate, add new entries.
- Under Service, there are multiple categories in which to list relevant activities: (1) Professional Service, (2) Community Service, (3) Other Service, and (4) University Committees.
- ‘Other Assigned Duties’ can include things like certain release time or an administrative appointment, such as Undergraduate Program Coordinator.

When faculty complete the Activity Report, they click the “Submit Activity Report” button which sends the Report to the Chair/Director.

Chair/Director Review and Approval of Activity Report

Unlike Annual Assignments, Activity Reports can include overload activities (overload course, Pro Dev training, etc). Therefore, unlike the total FTEs for Faculty Assignments, the total FTE for an Activity Report may exceed 100 FTE.

- The total FTEs, funding sources, overload status of the activity, and SmartTags for funded research are found in the Chair’s FTE Report.
- The link to the Chair’s FTE Report will be available to the chairs on the FAR webpage of the IEA website.
- If the Activity Report submitted by a faculty member does not include information listed in the Chair’s FTE Report, the chair/director must enter that information into the Activity Report.
- **The Total FTE shown in the Chair’s FTE Report must equal the Total FTE in the faculty Activity Report for the semester. The percent FTE for the different funding sources should also match across the Activity Report and the Chair’s FTE Report.**

When the chair/Director completes the Activity Report, they click the Chair Reviewed & Approves button which sends the Report to the Dean.

Dean Review and Approval of Activity Report

When the Dean (or Designee) reviews the Activity Report and clicks the “Dean Reviewed & Approves” button, this formally completes the college’s obligation for signing off on the Faculty Activity Report.