Faculty Activity Reporting at Two Research Universities – One Public, One Private

Purpose of Presentation

- To demonstrate two successful faculty activity reporting systems

- One built on campus and one using an outside vendor - Digital Measures

Mission of Faculty Activity Reporting
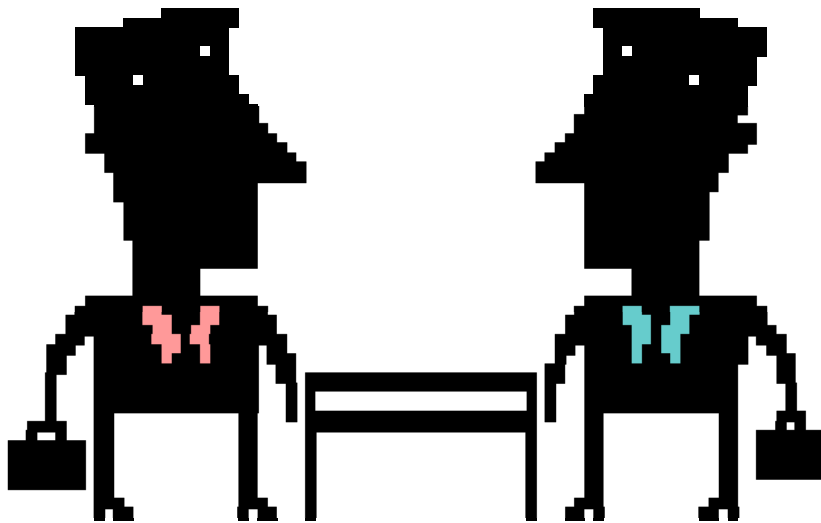
Collect faculty information for:

- Tenure/merit review
- CV generation
- Expertise Database

Quicker Resolution

Faculty and administrators can come to the table for faculty merit review with the same information.

Faculty Activity Reporting at Two Research Universities – One Private, One Public

Wake Forest University – Private, Liberal Arts, Research University

- Wake Forest is comprised of seven schools:

    Two undergraduate:

        Wake Forest College

        Wake Forest Schools of Business

The Graduate School

Four Professional Schools:

- **Schools of Business Graduate program**

- **School of Medicine**

- **School of Law**

- **School of Divinity**

- **Faculty Activity reporting began at Wake Forest in the early 1970's with Faculty Information Form (FIF) and Summary of WFU Faculty Information Forms**

- **Distributed hard copy report via intercampus mail to each faculty member**

- **Completion of the report optional**

- **Reports maintained in faculty files in our IR Office**

- **Academic department administrative assistant compile Departmental Summary**

In early 2000, transitioned to electronic distribution of the Faculty Information Form (FIF) and the Departmental Summary.

- Faculty complete in MS Word and returned as an attachment.
- Completed forms stored electronically in IR office.
- Completion of the form still optional although individual faculty activities may not be included in departmental summary.

- Mid-2000's transitioned to links on the IR Office website. Procedures similar to previous years with optional completion, etc.

- 2007 new Provost mandated completion of the Faculty Information Form and required Dean's to use the form as a part of the faculty merit evaluation process.

- 100% completion rate of the form.

- Provost also implemented Digital Measures Activity Insight software to be used in this process.

Digital Measures' Activity Insight is a fully customizable online information management system designed to organize and report on users' teaching, research and service activities.

- Eliminates periodic, recurring requests for information on users' teaching, research and service activities.

- Reports for personnel review procedures such as promotion/tenure, biographical sketches and vita can all be generated once data have been entered into Activity Insight.

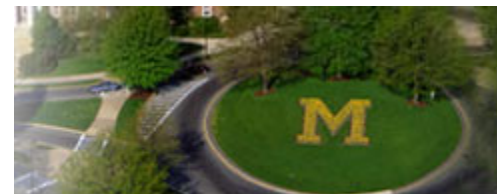- Single convenient place for users to maintain their activity data.

Digital Measures implementation was for the purpose of generating the Faculty Information Forms.

- Uses of the software quickly increased with requests for customization from each school.

  - Faculty Information Forms were more generic which limited reporting of activities between disciplines on our campus

- Developed customized reports for faculty in the College of Arts & Sciences, Schools of Business and Law.

- The process continues annually at Wake Forest with prompt from Provost in November to ensure Digital Measures' profiles are updated by the end of the following January.

Faculty Activity Reporting at Two Research Universities – One Private, One Public

University of Maryland, a Public Research University

2011 SAIR Conference, Atlanta, Georgia | October 10, 2011

University of Maryland, a Public Research University

UNIVERSITY OF
MARYLAND

UMCP is Public Research University comprised of twelve colleges spanning arts, humanities, sciences, engineering and several professional schools, all with graduate programs.

FAR Mission

Collect faculty information for:

- Tenure/merit review

- Comply with the Conflict of Interest/Conflict of Commitment University policy

  and

- To report to the state on non-instructional faculty workload

History and Scope

- The college of Engineering developed a FAR for their own use. Expanded to the university in 2005

- Collection and reporting faculty information from ~ 3,300 tenured/tenure-track and full-time faculty

- Preparation of reports for individual faculty, college administrators, and public use

FAR Users

- Faculty
- Chairs, deans and other administrators use local results for APT and merit review
- University administrators review Outside Professional Activities Report
- State receives workload report
- Other report audiences include federal gov't., accreditation reviewers

Process

- Online web application
- Accessible anywhere
- All instructions included online
- Pre-population makes data entry easier
- Data capture and storage in Oracle database

Collection and Reporting

- Interactive sessions with faculty entering and reviewing their data

Collection and Reporting

- FAR UM – deploys and reports once a year. This year FAR is open for four months for data entry.

- Many data items are pre-populated:

  Grants and contracts, courses taught, course evaluations, publications if submitted previously, and graduate students advised

Collection and Reporting

Security and Access:

- Tiered access using a campus-wide standardized security system

- Access to the website is restricted to people who enter data, and people who review data

Outcomes

- Individual reports are accessible by faculty and administrators
- Summary reports are available by department and college by appropriate administrators
- Some non-confidential data are reported by individual, department and college to the public

Sample FAR Report

University of Maryland

Faculty Activity Report for [_____]

Due: March 1, 2012 at 4:00 PM
Status: Opened
Last submitted on: Not yet submitted

Last Autosave:

Save Survey   Go to Final Submit Page   Print Preview

Please use the tabs to move back and forth between sections. Using the back browser may bring you to an earlier version of the page screen (which may be blank). Save each tab as you navigate through the survey screens.

The best method to add multiple entries into the data entry fields is to copy from unformatted text files. Copying and pasting Microsoft characters has the possibility of creating invalid characters in your survey. Click 'print preview' to confirm that your data will appear correctly.

| Personal | Instruction | Research | Service | Publications / Presentations | Contracts / Grants | Awards / Fellowships | OPA |

Introduction   «

Welcome to your Faculty Activity Report for the Calendar Year 2011!

FAR provides data for the following reports:

- IRPA's Non Instruction Report

FAR - Dean's Summary Report

Faculty Activity Reports : Summary Sheet of Submitted 2007 Reports for the College of

This page is best printed in landscape mode

NOTE: Submitted Reports may not be final until a few days after the deadline. **Faculty are allowed to submit their reports any number of times.**

This Summary sheet was assembled to give the Dean an overall idea of the output of faculty as whole in the college.

Primary Department =

# of Grad students supported =

# of Doctoral Grads in last 6 years placed in Tenure/Tenure-Track Positions=

# of Journal Papers Accepted =

# of Refereed Conf. Papers Accepted =

2007 $ Value of Contracts =

Affiliates are included in this list and some may be listed as from departments outside of the college.

Number of advisees with GRAs only. It equally counts cases where the faculty was an 'advisor' or 'co-advisor'.

Number of Doctoral students in the Fac Report section 'Placement of Graduate Students (who graduated within the last six years)' who have the 'Tenure/Tenure-Track Academic Position?' option checked.

# of accepted citations of the type: 'Refereed articles in archival journals'. (Thus this does not include books, chapters, and other publications). (NOTE: Papers marked as 'Published' this year which have never previously been marked as 'Accepted' are also counted this year.)

# of accepted+Refereed citations of the type: 'Articles in conference proceedings'. (NOTE: Papers marked as 'Published' this year which have never previously been marked as 'Accepted' are also counted this year.)

Total amount of money paid during 2007 for all contracts for which the faculty is a PI or Co-PI. (This assumes that all contracts are paid at a constant rate over their lifespan).

Faculty Primary Department	Faculty Name	Course, # Stds (# Evals), Grade	# of Grad students supported	# of Doctoral students who completed	# of Doctoral Grads in last 6 years placed in Tenure/Tenure-Track Positions	# of Journal Papers Accepted	# of Refereed Conf. Papers Accepted	# of Contracts in Force	2007 $ Value of Contracts
Robin Hood		HITASA101	0	0	1	2	0	0	$0
Maid Marion		HTW101	0	0	0	9	0	0	$0

Successes/Shortfalls

- Much success in collecting data and reproducing standard reports
- Less success in secondary and ad hoc reporting
- When developing time runs short, time set aside for testing suffers
- Scope creep – Demand for new items on surveys, reports and expanded access

Contact Information:

Sara R. Gravitt
Assistant Director
Institutional Research
P. O. Box 7373
Winston Salem, NC 27109
gravitsr@wfu.edu
http://www.wfu.edu/ir

Donna J. Williams
Research Analyst
Institutional Research,
Planning and
Assessment
College Park, MD 20742
dwillia2@umd.edu
http://www.irpa.umd.edu