



Digital Measures: Completing the Faculty Activity Report

Tips:

- Review each screen one by one; note any pre-populated data and review it for accuracy
- Enter data into each field as applicable.
- Data that corresponds with the current academic year will be pulled into the FAR

Entering data

General Information

- Administrative Data
 - o Permanent data: data in this screen will be entered once, and will only need to be updated if you should obtain a new academic appointment, a tenure decision date, or emeriti status.
 - Enter a record for each academic appointment that you have attained.
 - Enter your tenure decision date if applicable
 - Notes: the end date for your current appointment should be left blank. The FAR will generate your years in current rank based on this data. If you have an endowed professorship, that data will be entered on the Yearly Data screen.
 - o Yearly Data
 - Data in this screen is entered annually prior to submission of the FAR. The percentages captured in the yearly data screen are meant to be overall percentages of all teaching, and all school service. The teaching and service screens have percentages so that you can identify time spent in each class or service assignment.
 - Effort is now consolidated into one area, and annual percentages should add up to 100%.
 - Dedication of time to the specific programs should equal 100%, and is separate from effort.
 - Administration will create a new record for each academic year; you will provide updates and make necessary changes.

- Administrative Assignments at CWRU
 - o Administrative assignments are administrative positions or titles that you hold at CWRU and/or MSASS. You will notice familiar fields on this screen, as most mirror those on prior year FARs.
 - o Please do not include Committee work as it will be added on the University/School screen under SERVICE.
- Awards and Honors
 - o Enter a record for each award/honor; you have the option to enter records for those awards for which you were nominated in addition to those received.
- Participation in Additional Training and Faculty Development Activities
 - o Enter a record for each activity; records may include any additional trainings and faculty development activities attended. Examples include UCITE Training/Faculty Fellowship, Active Learning Certification, CEU Opportunities, etc.
 - o You may store CEU certificates in corresponding records.
- Media Appearances and Interviews
 - o Enter a record for each appearance or interview.
- Objectives
 - o Objectives from the current year will be pre-populated based on your responses from the prior year's FAR.
 - o Text may be copied and pasted from outside documents; you may also choose to upload a word document in this screen, which may replace the text fields.

Academic Advising and Directed Student Learning

- Academic Advising
 - o All student advising information will be loaded into DM by the administration. It is important that you review the names of your advisees for accuracy.
 - o If you supervised research for student, it will be necessary for you to answer the Type of Research Supervision question within that student's record. If a record is incorrect or missing, please email msassdmsupport@case.edu with the details.
- Post-Doctoral Supervision
 - o Enter a record for each of the post-doctoral scholars or researchers supervised.
- PhD Dissertation Committee Involvement
 - o Enter a record for each the committee of doctoral student in which you are involved.

- Information contained on this screen should match the information held by the Chair of the Doctoral Program.
- Other Student-Oriented Activities (Undergraduate Capstone, etc)
 - Enter a record for each activity.

Teaching/Mentoring

- Mentoring and Mentors screens
 - Enter a record for each individual whom you mentor
 - Enter a record for each individual who mentors you
- Non-Credit Instruction Taught
 - Enter a record for each guest lecture, workshop, seminar, PD Event, etc. that you conduct.
 - Please add guest lectures and any and all workshops presented as records on this screen.
- Courses Taught
 - Courses taught will be loaded into DM by the administration.
 - Summer courses will be loaded in the first few weeks of the Fall semester, Fall courses will be loaded in the first few weeks of the Spring Semester, and Spring courses will be loaded as soon as course evaluations are made available (generally around mid-May).
 - In each record, please indicate the following:
 - Does this course include International Content?
 - Is this a course in advanced statistics, quantitative research methods and mixed methods research design?
 - Are students in this course trained in the use of "Big Data"?
 - Did this course involve the use of Active Learning Tools?
 - Support Provided for Foundation/Required Practice Courses
 - Course evaluation summaries will be loaded by the administration into each record, or course taught, for each semester.
- Curriculum Activities
 - This screen contains two sections: Curriculum Workgroups and Curriculum Development.
 - Curriculum Workgroups: This section captures your involvement in Concentrations, Curriculum Areas, Specializations, and Workgroup.

- Enter a record for each workgroup type that you are a member of, and indicate your role.
 - Curriculum Development: This section captures any course revisions, new course development, etc. that you have completed in the current AY.
 - Enter a record for each activity that you have completed.
- Lead Instruction
 - Enter a record for each course that you are lead, or co-lead instructor for.

Scholarship/Research

- External Funding
 - Enter a record for each award type. Please complete this screen in its entirety, including the dates at the bottom of the screen.
 - Add as many investigators and their roles as needed.
- Presentations
 - Enter a record for each presentation.
 - Add as many presenters and their roles as needed.
 - Your presentation may be stored with the corresponding record for reference.
- Research Student Support
 - Enter a record for the academic year, and
 - Enter a record within the academic year for each student who was provided support from your externally funded research/training projects.

Service

- University and School Service
 - MSASS Committee Records will be pre-populated by the administration.
 - Records should include Committee work, Development activities, and Recruitment activities. Do not include Dissertation Committees as they are recorded in another screen.
 - Enter the hours spent working on Committee-related activities for each record.
- Professional Service
 - This screen captures activities and leadership positions for professional organizations, committees and clubs. Membership within these organizations may also need to be entered under Professional Memberships in the General Information category.
 - Enter a record for each activity, including the number of hours spent per year.
- Community Service

- Enter a record for each activity, including the number of hours spent per year.

The screens available from the Manage Activities tab and all of the fields on them have been customized for the Mandel School. These can still be changed in any way needed. To propose changes that you would like to see made, contact MSASSDMHelp@case.edu or use the Help link.