



e-Bulletin20100913

## **URGENT – Annual Report – Answers To Some Questions**

**FILE YOUR ANNUAL REPORT OF FACULTY ACTIVITY  
BY 11:59 PM ON FRIDAY, SEPTEMBER 24**

All faculty – tenured, tenure-track, nontenure-track – are expected to submit an *Annual Report on Faculty Activity* by 11:59 pm on September 24. Since this is the first time this procedure is being implemented, both TAUP and the administration would like to see it work well, and to be able to make any corrections that are needed.

The administration has worked to help faculty to successfully fill out the Annual Reports. Diane Maleson, Vice Provost for Faculty, has gone to Boyer, Pharmacy, Tyler, at the Department of geography and Urban Studies in CLA to make presentations on the reports. In addition, the Provost's office has been fielding questions and helping people all summer, and will continue to do so up to the deadline for the reports.

TAUP has responded to faculty questions and concerns as well. We have taken faculty comments to the Vice Provost's office, where we received helpful information to pass on to TAUP members. President Art Hochner himself made a presentation to the Fox School. We, too, will help faculty with their questions until the 24<sup>th</sup>.

**DON'T WAIT UNTIL THE LAST MINUTE – ASK YOUR QUESTIONS NOW.**

The on-line Annual Report is new, and the format may take some getting used to. Faculty have come to TAUP when they have been unsure about how to fill out the form. Here are some of the questions we have heard, with answers.

**Q: Are there some general guidelines that will help me fill out my Annual Report?**

A: Yes. We recommend that you go through the entire annual report site screen by screen before you start to enter information, so you are familiar with all of it. Look at all the drop-down menus. Check to make sure that the information that is already there, such as the list of your courses, is correct. Then, if you are having difficulty figuring out how to enter a specific item, look again at all the drop down menus. Some choices, such as entering book chapters under the category of "Articles" may not be intuitive. Items that are asterisked (\*) are required information.

**Q: What is the reporting period for the annual report?**

A: For all faculty except those in the College of Science and Technology and Tyler School of Art, the period covered is July 1, 2009 through June 30, 2010.

For faculty in CST and Tyler, the reporting period is September 1, 2009 through August 31, 2010.

**Q: Is my CV required when I fill out the Annual Report?**

A: Yes, you *must* upload your current CV in order to submit your report. To do so, you must have the CV as either a Word doc or a pdf.

**Q: What if the options in a category don't match my particular situation?**

A: Each dropdown menu has a final choice of "other" where you can enter the information that is unique to your case.

**Q: I went to a conference, but I can't find a place to enter the name.**

A: Under "Place/Venue" enter the conference name along with the location. Or just use the "other" category.

**Q: Do I have to know the dates and times I advised students?**

A: No. Just go to "Advising/Mentoring/Student Achievement" and there you will see what is required.

**Q: I have some questions before I even start. Where can I find answers?**

A: On the first screen that appears with your name (in the upper left hand corner) you will also see a link to FAQs (in the upper right hand corner). Please read them to see if perhaps your question has already been covered.

**Q: I know that the Annual Report is required to apply for merit. Are there any additional requirements for submitting documentation?**

A: The Vice Provost for Faculty has told TAUP that each school and college will have its own guidelines regarding additional documentation needed. Check with your chair or dean's office to learn what else may be required to apply for merit.

**Q: I have written a review; where do I enter it?**

A: Items such as book chapters, reviews and other short publications are entered under "Articles."

**Q: I am not inputting my information all at once. How can I tell which sections are completed and which are not?**

A: You can see what sections are marked as “Incomplete.” This designation, however, is used only to note which sections you have not even started. If you have entered some data, but intend to enter more, you will still find that section marked as “Complete.” You can nonetheless reopen it and finish your entries. Only you can judge whether a section is truly complete.

**Q: What do I do when I want to stop for the time being?**

A: If you are not finished, you “log out.” Your entries will be saved for you and can be added to or corrected when you log back in.

**Q: What if I hit “submit” when I don’t mean to?**

A: The report has a second pop-up so you can verify that you are ready to submit. You can’t lock down your report without clicking to verify submission.

**Q: What if I submit and lock down my report, and then discover that I need to change something?**

A: Nelia Viveiros, Associate Vice Provost ([viveiros@temple.edu](mailto:viveiros@temple.edu) 1-4395) is the person in the administration who will help you.

**Q: Can I look at my annual report after it has already been submitted and locked down?**

A: Yes, that option is available on the last screen of the report, the same screen where you submit your report.

**Q: Can I print a copy of my annual report for my records?**

A: Yes. On the final screen of the report is the option for printing your report.

**Q: What is the exact deadline for submitting my annual report?**

A: You must have it in by 11:59 pm on Friday, September 24.

**Q: What happens if I don’t submit my annual report?**

A: You will forfeit the final 0.25% of your across-the-board raise. Those who successfully submit their reports by the deadline will receive this salary increase in their October paychecks. It will be retroactive to July 1, 2010.

Also, you will not be able to apply for merit if you fail to submit your annual report.

**Q: I had to miss the filing deadline. Can I submit my annual report later?**

A: No, the deadline cannot be extended.

The annual report is a new requirement. It benefits faculty by standardizing applications for merit. It will also supply a clear and consistent record of your work and achievements year to year. Allow yourself plenty of time to familiarize yourself with the information needed and to put it all together. The amount of detail that is required provides you the means to accurately record your specific activities and achievements. Don't pressure yourself by waiting until the last minute. If you haven't started, take the plunge now. The Annual Report is not mysterious or difficult. Make it work for you.

**Q: Where can I find help?**

If you have other questions or concerns, feel free to contact TAUP at [taupaft@aol.com](mailto:taupaft@aol.com) or at 215-763-2287 or 215-204-7641. Nelia Viveiros, Associate Vice Provost ([viveiros@temple.edu](mailto:viveiros@temple.edu) 1-4395), is also available to answer any and all faculty questions about the annual report.

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