

Annual Activity Report Submission - Faculty Instructions

Faculty Success is being used to document faculty achievements and facilitate the annual activity report review and approval. Below is the instruction guide for the Annual Activity review process.

Instructions for Annual Activity Review Procedure:

1. **Enter your Activities** on the Faculty Success Platform for the calendar year 2021.
2. **Go to Workflow** section (available in the top red bar); Workflow Tasks will open
3. Open the **UMD 2021 Annual Faculty Activity Review** task available in the Inbox section.
4. Read the instructions on how to prepare your annual report. Upload your personal statement if you are choosing to include one for the year.
5. **Refresh** your Annual Report.
6. Use Actions->Submit to Approver, when you are ready to submit your annual report and optional personal statement.
7. If after submitting you need to make a change, **recall** the submission, revise, **refresh** the report and **submit it** again.

Detailed instructions are available on the next page.

If you encounter issues or find yourself stuck at some point, please reach out to fs-help@umd.edu immediately or find our office hours at faculty.umd.edu/activity

(continued)

Detailed Instructions

1. Log in to Faculty Success through the homepage available at faculty.umd.edu/activity



2. In the Activities section, enter your activities for the calendar year 2021. Use the [Annual Activities Report Crosswalk](#) to review what is included in the report and where data is pull from for each section.

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Activities Manage Data Reports Workflow Tools

Search All Activities Search Tips Rapid Reports PasteBoard

[Review a guide](#) to manage your activities. [Show more](#)

▼ **General Information**

- Appointments at UMD (Imported Data)
- Other Appointments at UMD
- Other Employment
- Honors and Awards
- Professional Memberships
- Professional Certifications and Licenses
- Continuing Education
- Media Appearances and Interviews
- Personal and Contact Information (Imported Data)
- Biography and Expertise
- Educational Background
- Post-Graduate Training

▼ **Teaching, Extension and Advising**

- Scheduled Teaching (Imported Data)
- Course Evaluations (Imported Data)
- Research Advising
- Participation in Thesis/Dissertation Committees (Imported Data)
- Clinical and Internship Education
- Teaching Innovation
- Non-Credit Instruction
- Professional and Extension Education
- Curricular Advising
- Annual Librarianship

▼ **Research, Scholarly, Creative and/or Professional Activities**

- Publications
- Presentations
- Centers for Research and Creative Scholarship
- Patents

- Once done entering Activities, proceed to the Workflow section (in the top red bar).

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- Workflow** task page will open. Find the **UMD 2021 Annual Faculty Activity Review** task in the Inbox section and open it.

Workflow Tasks

▼ **Inbox**

Name	Step	Subject	Due Date
2021 Annual Faculty Activity Review Sample	Faculty	Me	November 23, 2021 @ 11:59 PM

▼ **History**

5. Enter your activities for the calendar year 2021. This Workflow step provides instructions on entering your activities, key areas to remember to cover and the use of Rapid Reports to review your 2021 Annual Activity Report.

< **Faculty Step - Due November 23, 2021 @ 11:59 PM**

Preparing and Submitting Your 2021 Annual Activity Report and Optional Personal Statement

The PDF below reflects your activities documented in Faculty Success at the start of the Annual Activity Report Submission process. Use it as a reference to identify changes you need to make in Faculty Success to reflect all of the 2021 activities you want to report.

1. If you see a pink alert box above, use the **Refresh All** button to get an updated report included. The pink box will be removed.
2. Use the **Activities** menu in the red bar above to enter your activities for calendar year 2021.
 - Check that the [Publications](#), [Presentations](#), [University Service](#), [Professional Service](#), [Editorships](#), [Editorial Boards](#), and [Reviewing Activities](#) and your other key areas of activity reflect your work in 2021.
3. Use **Rapid Reports in Activities** to check your progress in assembling your 2021 Annual Activity Report.
4. When you are ready to submit your annual activity report and optionally include a personal statement:
 - Use the **Refresh Report** button below to refresh your Annual Activity Report
 - Use the **Actions** button above and select **Submit to Approver**

See how to get the report submitted with this [short animation](#).

Current 2021 Annual Activity Report



Last Updated
December 6, 2021 at 2:19 PM

Refresh Report

Personal Statement (optional)

Please enter any additional comments or information pertaining to the 2021 calendar year that you feel should be considered as part of your record. These comments will be included with your annual report viewed by university administrators and possibly by review committees (e.g., annual review, three year review, contract renewal review). You may wish to describe the impact of your work - in research and scholarship, teaching and/or service - that you have accomplished.

Create your personal statement in a separate document and attach it below. Your statement can be up to three pages in length.

Personal Statement (optional upload)

[Drop files here or click to upload](#)

When you are ready to submit your annual activity report and your personal statement, use the **Actions** button above and select **Submit to Approver**.

6. **Report Refresh Warning - Click Refresh All:**

If you see the highlighted message below, you should click '**Refresh All**.' It indicates the date and time when the annual report was attached to the workflow for the first time. In order to have your new changes and activities reflected in the report submission, please make sure to click on the **Refresh All** option.

Note: You can still make the necessary changes in your activities directly in the Faculty Success. You will have the option to refresh the report in the next step as well.

▼ Reports Have Been Run and Auto-Attached

The following reports have been attached to this submission on your behalf.

- Current 2021 Annual Activity Report - Last updated December 6, 2021 at 2:19 PM

To ensure that the data included for your submission is current, we recommend that you refresh these reports. You can do this by selecting the "Refresh Report" button next to each individual report below, or you can use the "Refresh All" button here to refresh the reports listed above.

Refresh All

7. You can optionally include a personal statement, by attaching a document.
8. Use the **Refresh Report** button to the right of the Adobe Acrobat icon to ensure that the most updated version of your Annual Activity Report is included.
9. **(Optional)** Verify content of Annual Activity Report by clicking the report Acrobat symbol to view a copy. If you edited activities and the changes are not appearing, click **Refresh Report**. The system will also warn you when the version of the report attached in this workflow step is more than a day old. The Refresh All button in the red warning section will also refresh the report.

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Activities Reports Workflow

< Faculty Step - Due November 23, 2021 @ 11:59 PM

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Current 2021 Annual Activity Report		Last Updated December 6, 2021 at 2:19 PM	Refresh Report
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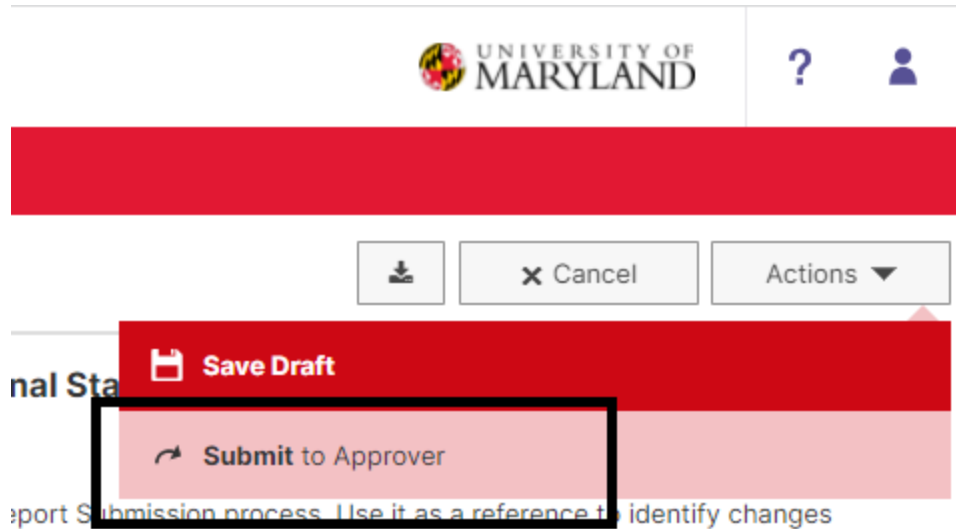
Create your personal statement in a separate document and attach it below. Your statement can be up to three pages in length.

Personal Statement (optional upload) Drop files here or click to upload

When you are ready to submit your annual activity report and your personal statement, use the **Actions** button above and select **Submit to Approver**.

10. When you are ready to submit your 2021 Annual Activity Report and any associated personal statement, click on **Actions** and then select **Submit to Approver** to complete your Annual Faculty Activity form.

Unit Approvers review the Annual Activity Report, with any personal statement or other documentation that has been submitted.



11. If you find you need to make changes after you have submitted your form, you can **Recall** your report, make changes and **Submit** it again when you are ready.
- Access your submission from the History of the Workflow Tasks view.

Workflow Tasks

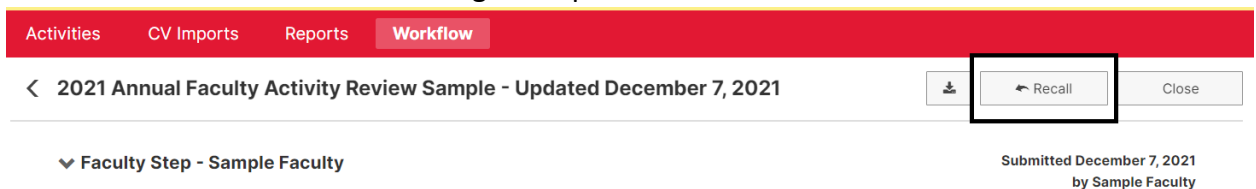
▼ **Inbox**

Name	Step	Subject	Due Date
Test AnnualRev OCT2020	Faculty	Me	October 15, 2020 @ 12:59 AM

▼ **History**

Name	Current Step	Subject	Last Modified	Actions
Test AnnualRev NOV2020 #2	Unit Approver	Me	December 3, 2020	▼

- Use the **Recall** button to bring the report submission back.



- After making changes to your report and/or personal statement, make sure you **Refresh Report** to get the updated version of your annual report, and use **Submit** to resubmit, when you are ready.