

Annual Activity Report Submission - Approver Instructions

Chairs, directors and deans have approval tasks in Faculty Success. The approver for a faculty member's annual report submission is determined by the faculty member's primary appointment in PHR.

Instructions for Annual Activity Review Procedure:

1. Go to the [Workflow section](#) (available in the top red bar); Workflow tasks will open
2. Open the **UMD Annual Faculty Activity Review** task available in the Inbox section (one per faculty member to review)
3. Fill the form as per the guidelines and **submit it**

Detailed instructions are available from the next page.

Note: To review annual reports for faculty in joint appointments, generate the annual report for the faculty member using the Reports feature in Faculty Success. Only the head of the faculty member's primary appointment unit will be doing the approval through Workflow in Faculty Success.

If you encounter issues or find yourself stuck at some point, please reach out to fs-help@umd.edu

fs-help@umd.edu

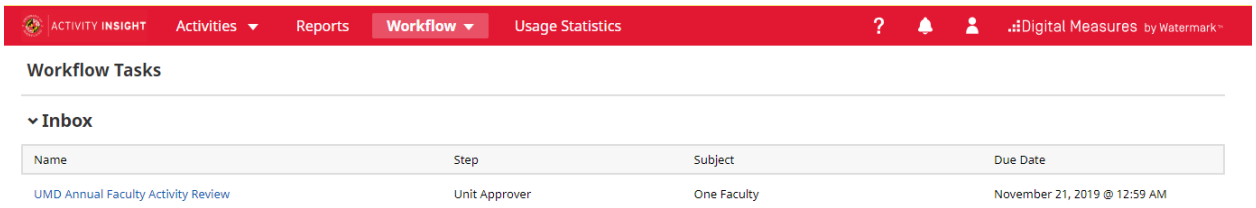
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Detailed Instructions

1. Log in to Faculty Success through the homepage available at faculty.umd.edu/activity.
2. Open the [Workflow section](#) (in the top red bar).



3. **Workflow** task page will open. Find the **UMD 2021 Annual Faculty Activity Review** task in the Inbox section and open it. There will be one per faculty member who needs a review and approval.



4. The review page will open with the faculty's annual activity report available for review. If a personal statement was uploaded, that will be available as well. To view the report, **download** the report using the Acrobat icon highlighted. Click on the attachment icon to download and view the personal statement.

< Approver Step - Due March 31, 2022 @ 11:59 PM

Faculty Step - Sample Faculty

Submitted January 21, 2022
by Sample Faculty

Annual Activity Report Last Updated
January 21, 2022 at 10:53 AM

Personal Statement (optional upload) Personal Statement.pdf (31.42 KB)

Approver Step

Commentary on the faculty submission

After completing your review, click the **Actions** button near the top right side of the screen and then select **Complete**

5. Enter **commentary**, if desired, for faculty's annual activity report in the **Approver Step** section.

Unit Approver Step

Commentary on the faculty submission

Enter
commentary
here

Click **Actions** button near the top right side of the screen and then select **Finish Review**

6. Click on **Actions** and then select **Complete** to complete the faculty's Annual Faculty Activity Review approval.

< Approver Step - Due March 31, 2022 @ 11:59 PM

Actions

▼ Faculty Step - Sample Faculty

Annual Activity Report



Last Updated
January 21, 2022 at 10:53 AM

Personal Statement (optional upload)



Personal Statement.pdf (31.42 KB)

Save Draft

Complete

Send Back to Previous Step

Approver Step

Commentary on the faculty submission

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After completing your review, click the **Actions** button near the top right side of the screen and then select **Complete**

7. If you want to send the submission back to the faculty member for any reason, you can choose **Actions** and **Send Back to Previous Step**, rather than Submit.

< Approver Step - Due March 31, 2022 @ 11:59 PM

Actions

▼ Faculty Step - Sample Faculty

Annual Activity Report



Last Updated
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Personal Statement (optional upload)



Personal Statement.pdf (31.42 KB)

Save Draft

Complete

Send Back to Previous Step

Approver Step



Commentary on the faculty submission

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After completing your review, click the **Actions** button near the top right side of the screen and then select **Complete**

8. To access submissions, click on **Workflow** dropdown and select **Submissions**. The Workflow Submissions page will open.

ACTIVITY INSIGHT									
Activities		Reports		Workflow		Usage Statistics		?   Digital Measures by Watermark	
Workflow Submissions									
Filters: None									
Template	Schedule	Status	Subject	College	Department	Step/Status	Assignee	Due Date	Actions
Updated Test for Pilot to take screenshots	UMD Annual Faculty Activity Review	Closed	Faculty, One	A. James Clark School of Engineering	ENGR-Mechanical Engineering	Completed	Chair, One	November 21, 2019	▼
Test OPA Survey	Test OFA Survey - 20190617	Open	Faculty, One	A. James Clark School of Engineering	ENGR-Mechanical Engineering	Department Approver	Chair, One	June 22, 2019	▼
Test OPA Survey v2	Test OFA Survey - 20190703	Open	Faculty, One	A. James Clark School of Engineering	ENGR-Mechanical Engineering	Department Chair	Chair, One	July 6, 2019	▼
UMD Annual Faculty Activity Review 20191007	Annual Activity Test 20191011	Open	Faculty, One	A. James Clark School of Engineering	ENGR-Mechanical Engineering	Unit Approver	Chair, One	October 14, 2019	▼
OPA Collection 20190916	OPA Schedule Test 20190923	Open	Faculty, One	A. James Clark School of Engineering	ENGR-Mechanical Engineering	Completed	Chair, One	September 27, 2019	▼
Test for Pilot Workflow Annual Reporting	Fake Testing	Closed	Faculty, One	A. James Clark School of Engineering	ENGR-Mechanical Engineering	Completed	Chair, One	November 18, 2019	▼
Test OPA Survey	Test OFA Survey - 20190617	Open	Faculty, Three	A. James Clark School of Engineering	ENGR-Mechanical Engineering	Completed	Chair, One	June 22, 2019	▼
Test OPA Survey v2	Test OFA Survey - 20190703	Open	Faculty, Three	A. James Clark School of Engineering	ENGR-Mechanical Engineering	Department Chair	Chair, One	July 6, 2019	▼
OPA Collection 20190916	OPA Schedule Test 20190923	Open	Faculty, Three	A. James Clark School of Engineering	ENGR-Mechanical Engineering	Completed	Chair, One	September 27, 2019	▼