

College of Humanities and Social Sciences Pilot ARDs, 2017

Instructions for Faculty

Update your activities

1. Go to Digital Measures and update your activities. Your courses should be listed already. You should enter new activities into the other Teaching areas, Scholarship/Research, and Service.
2. Under General Information, go to Narratives for your Annual Review Document. Enter your narrative here for each of your various accomplishment areas.

Create your ARD

1. Go to Run Reports
2. Click on Annual Review Document – College of Humanities and Social Sciences – PILOT
3. Enter the dates you want to report on. This may default to the current year, so in 2017, you can leave this at “January 1, 2017 to December 31, 2017,” but if you’re working on it in 2018, you will need to change it to 2017.
4. Click Run Report. This will create the ARD document for 2017. Save it as a Word file.

Check your Vita

1. Click on Vita – General
2. Enter the dates you want included. You will need to check with your chair to find out whether just the past year is needed, or if it needs to go further back.
3. Click Run Report. Check the accuracy of all of your entries, and correct any mistakes or voids in the DM Activity screens. You will NOT be submitting this cv. The chairs will be running these reports, so you will need to have all information entered into DM. You will not have the opportunity to change or type any additional information into the Word document.

Create your FPA – (has not changed)

1. Enter the screen “Goals for your Faculty Performance Agreement.”
2. Click on “Add New Item.”
3. Enter the year, the area of the goal, and a short name (that will appear on your goals list), as well as the longer description of your goal
4. You can also enter the status of the goal. Do not use the field “other comments.” You do not need to attach accomplishments to goals for this new pilot ARD.
5. Go to “Run Reports.”
6. Select “Faculty Performance Agreement - Humanities and Social Sciences.” Under #2, select the date range. Usually this will be January 1, 2018 to December 31, 2018, since these will be 2018 goals. Then click on “Run Report” at the top of the page. Save it as a Word file.

Submit your Documents

1. CHECK WITH YOUR CHAIR as to whether you will need to forward the ARDs or FPAs to them. If so, send the completed ARD and FPA Word docs to your chair by email. Otherwise, chairs will be pulling the reports directly from DM along with the Vita after the deadline passes.
2. Chair will add comments to the documents, sign them with an image of his or her signature, and send them back to the faculty member to sign.
3. The faculty member signs the ARD and FPA with a signature image, or adds comments on a separate sheet and attaches a signature image, then sends it back to the chair.
4. Chair then forwards it to the Dean’s office.