Faculty Activity Reporting Reference Guide

Goals & Achievements Screens

Prepared by
The Office of Institutional Research
2016

TABLE OF CONTENTS

Type of Information AND Digital Measures Screen Name	Source of Data
GOALS & ACHIEVEMENTS	

<u>Goals Screen</u>	Faculty Input

Each faculty member's professional goals in teaching, research, and service may be articulated here along with the plan for self-assessment of the goals. Activities and accomplishments achieved thus far in achieving the goals may also be documented on the Goals screen.

1. *From the Manage Activities screen, click the Goals link.*

2. Click **Add a New Item**.

Type of Information AND Digital Measures Screen Name

GOALS & ACHIEVEMENTS

Goals Screen - Continued

3. Complete the applicable fields for each goal.

   Note: Do not skip a field unless it does not apply to you.

   Note: Use the drop-down menus where available.

   Note: Be sure to include all dates. The Start and End Dates are required.

4. Click **Save And Add Another** to add all goals relevant to your current position.

   If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Goals main page, your data will appear in a list at the bottom of the section.

   Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.

6. *When you have finished entering and double-checking your goals, click Return to Main Menu to return to the Manage Activities screen.*

Type of Information AND Digital Measures Screen Name

GOALS & ACHIEVEMENTS

Goals Screen - Continued

Goal types:

1. Creative Activity
2. Education
3. Research
4. Service
5. Teaching

Example Goals

1. Achieving better evaluation scores
2. Presenting at a conference
3. Completing comprehensive exams for PhD
4. Learning a new musical piece for a future performance
5. Participating in a reaffirmation and accreditation review process
6. Publishing a publication
7. Complete a CD of musical works
8. Submitting a grant application
9. Achieving a certification
10. Serving in recruitment efforts

Inappropriate/Questionable Goals

1. Attaining faculty promotion goals - may be included under "Top Achievements".
2. Continuing to work as Assessment Coordinator
3. Continuing to serve as Chair of department
4. Continuing to serve on committee
5. Continuing to be current in field

Type of Information AND Digital Measures Screen Name	Source of Data
GOALS & ACHIEVEMENTS	
<u>Top Achievements Screen</u>	Faculty Input

SFA faculty are involved in teaching, research, and service in and out of the classroom. Accomplishments that the faculty member deems the most significant of each academic year should be included on the Top Achievements screen.

1. *From the Manage Activities screen, click the Top Achievements link.*
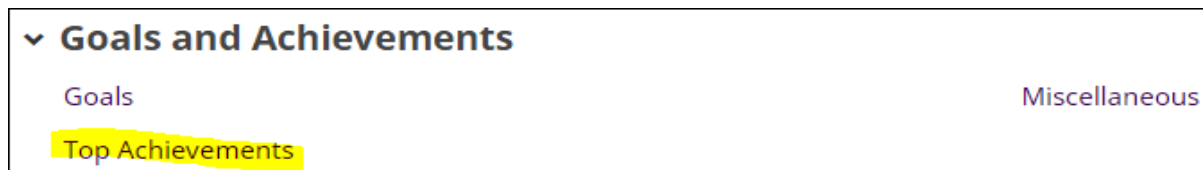
2. Click **Add a New Item**.

Type of Information AND Digital Measures Screen Name
GOALS & ACHIEVEMENTS

Top Achievements Screen - Continued

3. Complete the applicable fields for each achievement.

   Note: Do not skip a field unless it does not apply to you.

   Note: Use the drop-down menus where available.

   Note: Be sure to include all dates. The Start and End Dates are required.

4. Click **Save And Add Another** to add all achievements relevant to your current position.

   If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Top Achievements main page, your data will appear in a list at the bottom of the section.

   Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.

6. *When you have finished entering and double-checking your achievements, click Return to Main Menu to return to the Manage Activities screen.*

< **Edit Top Achievements**   Cancel

* Achievement Type   [▼]

* Achievement Statement   [   ]

* Brief Description   [   ]

Comments   [   ]

* Start Date   [▼]   [   ] , [   ]

* End Date   [▼]   [   ] , [   ]

Type of Information AND Digital Measures Screen Name

GOALS & ACHIEVEMENTS

Top Achievements Screen - Continued

Achievements Types:

1. Teaching
2. Research
3. Creative Activity
4. Service

Example Achievements

1. Annual Awards for Teaching, Research, or Service
2. Faculty Tenure/Promotion Achievements
3. Election to board of community service organization
4. Special Presentations, Publications and Performances
5. Defense of Dissertation
6. Obtaining faculty research grants
7. Assistance to students who attain awards
8. Service to the Faculty Senate
9. Recognition for years of service to SFA

Inappropriate/Questionable SFA Service

1. Continue work as Assessment Coordinator
2. Continue service as Chair
3. Attendance at New Faculty Orientation
4. Teaching overload hours
5. Teaching new courses

Type of Information AND Digital Measures Screen Name	Source of Data
GOALS & ACHIEVEMENTS	
Miscellaneous Screen	Faculty Input

The Miscellaneous screen is available to capture any information that the faculty member feels is important enough to be included in Digital Meaures but has not been appropriate for any other section.

1. *From the Manage Activities screen, click the Miscellaneous link.*
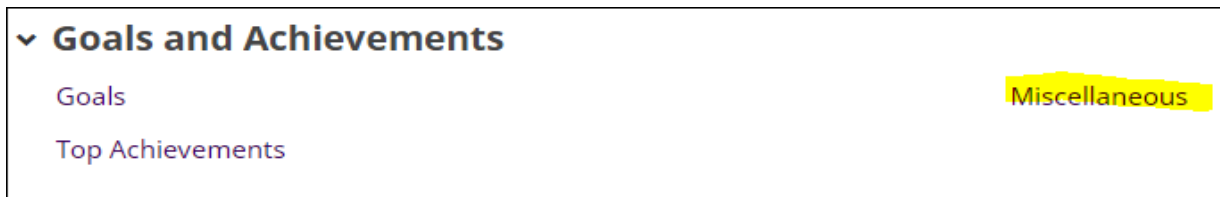
2. Click **Add a New Item**.

Type of Information AND Digital Measures Screen Name
GOALS & ACHIEVEMENTS

Miscellaneous Screen - Continued

3. Complete the applicable fields for each item.

   Note: Do not skip a field unless it does not apply to you.

   Note: Use the drop-down menus where available.
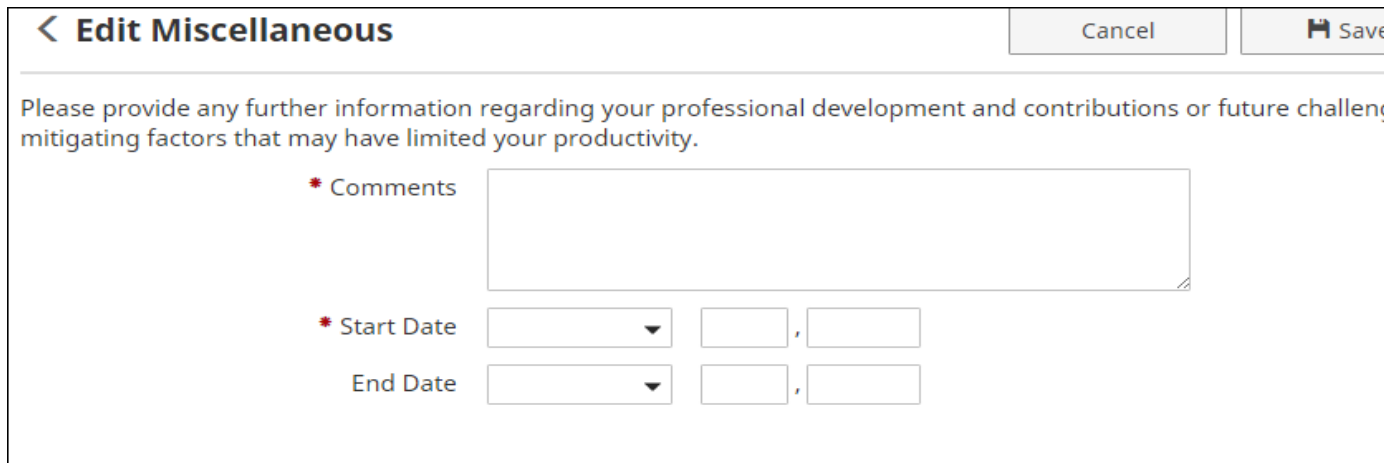   Note: Be sure to include all dates. The Start and End Dates are required.

4. Click **Save And Add Another** to add all items relevant to your current position.

   If you are finished, you can click Save at the top or bottom of the page.

5. When you return to the Miscellaneous main page, your data will appear in a list at the bottom of the section.

   Note: you may edit information after you have saved it by clicking on the Item. An item may be deleted by selecting the appropriate check box to the far right, then clicking the trash icon at the top right of the screen.

6. *When you have finished entering and double-checking your items, click Return to Main Menu to return to the Manage Activities screen.*