

CEPS Faculty Activity Reporting (FAR) Guidelines **2012 Reporting Period: July 1, 2011 through June 30, 2012**

Deadline: July 29, 2012 (*Untenured Tenure-track Deadline: May 25, 2012 without expenditure or proposal data; July 29, 2012 with expenditure and proposal data*)

CEPS FAR DEADLINES:

- May 25, Untenured tenure-track Faculty FAR due to Chair
- June 6, Untenured tenure-track Faculty FAR and review due from Chair to Dean
- June 30, Untenured tenure-track Faculty review due from Dean to Faculty
- July 29, FAR due from Faculty to Chair
- August 12, All FARs due from Chair/Directors to Dean

SELECT CHANGES WITHIN NEW FAR DIGITAL MEASURES SYSTEM:

- As in the past there will be prepopulated data and read only areas (personal profile, proposals, expenditures, and new: courses taught).
- Sure to bring a sigh of relief is the ability to have modifiable publications and scholarly activities rollover from year to year.
- You'll be able to enter your information throughout the year from wherever you are. The system is safely encrypted and will never be closed.
- Campus-wide system to correct erroneous institutional data.

HELP:

- Help Desk 2-4242, has been trained to assist you, plus there are
- Online tutorials,
- Campus training sessions, and
- Campus online FAQ. <http://www.unh.edu/institutional-research/far>

LOGIN:

- Go to <https://blackboard.unh.edu>
 - Locate the "UNH - Faculty Activity Reporting" module
 - Click "CLICK THIS LINK" in the module. You will automatically be logged into Digital Measures
 - Click "Manage Your Activities" to access the screens into which data has been fed or into which you can enter your annual accomplishments

SUBMISSION PROCESS:

- There is no submit button, rather Chairs and the Dean will have access to your FAR for their review, in line with the aforementioned deadlines.

From: John Aber, Provost [<mailto:terri.winters@unh.edu>] **Sent:** Friday, March 23, 2012 10:27 AM
To: Faculty in the College of Engineering and Physical Sciences

The Faculty Activity Reporting (FAR) system, Digital Measures, brings together various sources of data to enable faculty to add, update, and report on their teaching, research, scholarship, and service activities. The UNH FAR system eliminates duplicate or inaccurate information, makes information more accessible to faculty, and puts the power to add and change information into the hands of faculty. Faculty can update their information whenever they wish and will find preparing their annual reports easier and less time-consuming. In its present configuration, the FAR is focused on the ability of individual faculty to produce an annual report. Faculty accounts have been created in the FAR System.

To login, do the following:

- Go to <https://blackboard.unh.edu>
- Locate the "UNH - Faculty Activity Reporting" module
- Click "CLICK THIS LINK" in the module. You will automatically be logged into Digital Measures
- Click "Manage Your Activities" to access the screens into which data has been fed or into which you can enter your annual accomplishments

Information about specific training for your school or college will be forthcoming. You will be notified by your dean's office.

For those of you who want to get started now:

- Register for training by going directly to <https://idctraining.unh.edu/apps/ssr?action=category&id=21>
- Find documentation and online training videos at the Institutional Research and Assessment Web site: <http://unh.edu/institutional-research/far>
- Get technical support by calling the UNH IT Service Desk at 862-4242 or by going to <http://unh.edu/institutional-research/get-help>.

Institutional data, for example, courses taught, grants received, course evaluations, etc., are in process of being fed into the FAR system from official UNH/USNH sources. The FAR system and the data in FAR are not publically accessible. Institutional data are viewable by the faculty member in the FAR system, but the data are read only. However, faculty have the opportunity to report inaccuracies using the technical support link given above. UNH Human Resources is currently working on correcting Education data for faculty. All institutional data are expected to be viewable in the FAR system by April 2.

Mid-April, specific screens in Digital Measures that you may want to review that contain institutional data include the following:

- Personal and Contact Information
- Yearly Data
- Education
- Scheduled Teaching (i.e. courses taught)
- Externally Funded Grants and Contracts

Your data from the previous FAR system is in the process of being migrated. These data have been sent to Digital Measures for processing.

Dean Mukasa will send specific information for completing your faculty annual report using Digital Measures in an April/May timeframe.

Sincerely,
John Aber, Provost