Faculty Activity System (FAS)
Screen-by-Screen User Guide
This document contains a screen shot of all screens in the Faculty Activity System, college specific customizations are not noted in this document. An example of the Annual Faculty Mini Vitae report is located at the end of this document.

The Faculty Activity System is a database program that stores pieces of information (such as author, title, journal, date) in separate fields and reassembles them (adding appropriate punctuation and formatting) into customized reports.

The Faculty Activity System is a date-driven database. The majority of screens have “begin date” and “end date” fields. Dates are how the system determines what to include and exclude in reports. The system will prompt you to add a date(s) to a new record.

HOW DATES WORK:

Date field options: If all you need is year (2015), leave day and month fields blank. If you need month and year (January 2015) leave the day field blank.

Start date and end date entered: Begin and end dates will appear in reports (January 2014-May 2015)

Start date entered but no end date: FAS assumes that the activity is ongoing and will insert “Present” in report (March 2012-Present)

End date entered but no start date: FAS assumes that the activity began and ended on the same date (August 15, 2015)

Before adding activities it is always useful to run a report for the current year such as the Annual Faculty Mini Vitae to determine what data imports have occurred and if any previously entered activities will carry over.
Click here for helpful information.

Home Page with screens available for entering activities.

Click here to visit the university FAS website.
“Manage Activities” is where you enter your teaching, scholarly, and service activities on the screens available from the landing page. Click on the screen name to open it and begin adding activities.

“Run Reports” is where you run the Annual Faculty Mini Vitae report and view report templates.

“Help” is where you can contact the FAS University Administrator for assistance and/or to provide feedback.
Before you get started entering data, note the “Rapid Reports” tab. This feature defaults to the most recently generated report. Using this feature allows you to quickly run a selected report and review for data entry errors.

Another useful aid is the “PasteBoard,” which allows you to cut and paste text from other documents into the Pasteboard. You can then select text from it, click-and-hold on the text selected, and drag it into a field to paste data into that field.

Resize the Pasteboard by dragging on the corner icon.
Fields highlighted in blue appear on the Annual Faculty Mini Vitae Report.

Login information, such as First Name, Last Name and Official Email Address, is locked as indicated by the icon 🗝️.

Please contact your FAS University System Administrator for edits to locked fields.
Personal and Contact Information cont’d.

### Web Link(s)

<table>
<thead>
<tr>
<th>Web Link</th>
<th>Link Type</th>
<th>Explanation of &quot;Other&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the number of web link rows to add: 1

### Attachment(s)

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Type</th>
<th>Explanation of &quot;Other&quot;</th>
<th>File</th>
<th>No File Stored</th>
<th>Choose File...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the number of attachment rows to add: 1

### Language

<table>
<thead>
<tr>
<th>Fluency</th>
<th>Language</th>
<th>Explanation of &quot;Other&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native or Bilingual</td>
<td>Catalan</td>
<td></td>
</tr>
</tbody>
</table>

Select the number of language rows to add: 1

### Gender (optional)

### Race/Ethnicity (optional)

### U.S. Citizen or Permanent Resident? (optional)

<table>
<thead>
<tr>
<th>Photograph</th>
<th>Download “1430427760175-1.jpg”</th>
<th>Replace File...</th>
</tr>
</thead>
</table>

Add multiple items by selecting the number of rows to add, then click on button.

Add a web link here.

Attach items such as a CV here.

Attach a photograph here.
Add information and select records to populate your faculty web profile. Web profiles are updated nightly.

Items designated with P icon will be publically viewable on the faculty web profile.
<table>
<thead>
<tr>
<th>Section</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Teaching</td>
<td>Select the number of scheduled teaching rows to add: 1 + Add</td>
</tr>
<tr>
<td>Intellectual Contributions</td>
<td>Select the number of intellectual contributions rows to add: 1 + Add</td>
</tr>
<tr>
<td>Artistic and Professional Performance and Exhibits</td>
<td>Select the number of artistic and professional performance and exhibits rows to add: 1 + Add</td>
</tr>
<tr>
<td>Grants and Sponsored Research (ORS)</td>
<td>Select the number of grants and sponsored research (ORS) rows to add: 1 + Add</td>
</tr>
<tr>
<td>Intellectual Property</td>
<td>Select the number of intellectual property rows to add: 1 + Add</td>
</tr>
<tr>
<td>Awards and Honors</td>
<td>Select the number of awards and honors rows to add: 1 + Add</td>
</tr>
</tbody>
</table>
This screen records “milestone” events.
Yearly Data is rolled over year to year by the FAS University Administrator.

This screen has both “open” and “read only” fields.

“Locked” fields are indicated by 🗝 icon. If edits are needed to these fields please contact your staff departmental representative or FAS University Administrator.
This is where you enter your professional employment history.

<table>
<thead>
<tr>
<th>Experience Type</th>
<th>Academic - Post-Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Organization</td>
</tr>
<tr>
<td>Title/Rank/Position</td>
<td>Title</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Brief Description</td>
<td>Description</td>
</tr>
</tbody>
</table>

Note: For positions that you started but have not yet presently completed, specify the start date and leave the end date blank.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>1, 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date</td>
<td></td>
</tr>
</tbody>
</table>
This is where administrative assignment information such as Center Director, Department Chair, and Dean is entered.
Add Awards and Honors received and/or nominated for. “Purpose” is a required field.
Add consulting activities to this screen.
If your educational history has been reported previously to the university this information may be imported on your behalf. Please review and edit if necessary.

An academic transcript can be attached if desired.

Add your educational history to this screen. The information entered does not need to be in chronological order.
This screen is where you record faculty development activities you have attended.
Add licensures and certifications to this screen.
If you participated or contributed to a media event add the activity on this screen for example, a radio program interview.
Enter professional organizations you belong to here.

NOTE: Positions you have held in these organizations will be entered on the Professional Service screen.

Leave the end date blank if the membership is ongoing.
Workload percentages are recorded by term; the combined weight per term should equal 100%.

If workload is “0” for a semester leave the fields blank.
This is a read only screen and includes imported FY Research Expenditure number and Academic Records attachments such as Letter of Appointment.
This screen is a summary number of students you have advised by academic level such as Undergraduate, Masters and Doctoral.
Once an activity or record has been added the summary screen provides a list of all records.

The Search field allows you to quickly search for records on the screen.

From this screen you can add a new item, duplicate a current record and/or delete a selected record.
This screen is where detailed student advising information is entered such as: student name, stage of completion and your advising role (e.g. committee chair).

When a specific “type” is not listed in a dropdown selection, select “Other” which is always located at the bottom of the dropdown options. On the following “Explanation of Other” field you can add the unique type of activity name. “Other” and “Explanation of Other” fields occur throughout the database.

Awards your students have received are also entered on this screen. Select “Mentor” as your involvement type.
Instructional activities not included on the scheduled teaching screen can be added here.

You can also attach documents relating to this activity.
Scheduled Teaching data such as course title, prefix, number, official enrollment number, credit hours, delivery mode, etc., has been imported from IRR/Banner and is designated as a “locked” field.

Other fields on this screen are open allowing detailed information for each class to be added/edited.
Course items such as course materials, syllabus and course evaluations can be attached to this screen.
This screen is used to document creative activities such as artistic performances and exhibitions.

Multiple “Roles” can be selected per individual if appropriate.

To add another person to this activity simply click on “Add”. University faculty are already listed in the dropdown selection. To add non faculty members simply type First Name and Last Name in the appropriate fields.
You can also attach digital audio, video, and exhibition documentation.

The file size limit is 50 mb per file.
Grant data has been imported from the Office of Research Services (ORS). If a grant is missing from the summary screen please contact the staff department representative or the university administrator. Grant import includes Proposals submitted, New Awards and Award Modifications.

Grant information is updated by scheduled data import, to review import dates visit the FAS website at www.ou.edu/provost/faculty-activity-system.
Grant Status, Total Project Award Amount and Project Start/End Dates are not “locked” fields and are editable.

*Grants and fellowships not tracked through ORS should be added on the Contracts, Fellowships, Grants and Other Funded Research (Non Office of Research Services) screen.
Add all Non-Office of Research Services funding information such as travel grants, fellowships, etc. to this screen.
Publications can be added individually as well as by Auto Import.

If you add publications by import you will need to review the record for duplication and select the “Peer Reviewed” Yes/No checkbox for each publication after the import process is completed.

Import can be done by using a reference database, creating a BibTex file then importing the file.

You can also add publications using the Crossref and PubMed Direct import.

Click on the 🔄 icon for detailed instructions.
The publication screen is rather complex as it tracks many items and different kinds of scholarly contributions, as well as the publication status.

It also allows for co-authored publications and the correct order of authorship in the publications.

If a co-author is a member of our faculty, select that person from the dropdown “People at the University of Oklahoma” list and the publication will appear in their publication record as well.
You can attach a digital copy of the publication. File size limit is 50 mb.

The status date fields allow you to track the status history of the publication.
NIH biographical sketch information is recorded here.

You can select which of your publications from the Intellectual Contributions screen to use to populate the bio sketch.
NSF biographical sketch information is recorded here.

You can select which of your publications from the Intellectual Contributions screen to use to populate the bio sketch.
Add information about intellectual property, such as copyrights and patents, on this screen.
Enter information about presentations, workshops, panels, etc. on this screen.

You can specify whether or not your presentation was published in conference proceedings. If it was published in proceedings, make sure to list it on the Publications screen as well.
Use this screen to enter information about research or other activities that are in progress, such as a pre-proposal work or a publication that you are in the process of writing.

Active Grants should be recorded on the Grants and Sponsored Research (Office of Research Services) screen or the Contracts, Fellowships, Grants and Other Funded Research (Non Office of Research Services) screen.
Use this screen to enter departmental service activities.

If your service is ongoing, enter only a start date.
Use this screen to enter college service activities.

If your service is ongoing, enter only a start date.
Use this screen to enter university service.

If your service is ongoing, enter only a start date.
Use this screen to enter professional service activities, such as Reviewer, Editor, Board of Directors, etc.
Use this screen to enter community service activities.

When an activity is added this field will default to “Yes” indicating you were actively representing the University of Oklahoma. If not representing the university change this selection to “No.”
ANNUAL MINI-VITAE: 2017
Faculty Test Record
University Administration
Assistant Chair, Center Name

Example of an Annual
Faculty Mini Vitae Report

Workload

<table>
<thead>
<tr>
<th></th>
<th>Teaching</th>
<th>Research, Scholarship &amp; Creative Activity</th>
<th>Professional, University &amp; Administrative Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>70%</td>
<td>20%</td>
<td>10%</td>
</tr>
<tr>
<td>Summer</td>
<td>70%</td>
<td>20%</td>
<td>10%</td>
</tr>
<tr>
<td>Fall</td>
<td>70%</td>
<td>20%</td>
<td>10%</td>
</tr>
</tbody>
</table>

TEACHING

Scheduled Teaching

Spring 2017
ENGR 2003, 002 Test Course Name, Enrollment: 35.

Summer 2017
ENGR 2003, 002 Test Course Name, Enrollment: 35.

Fall 2017
ENGR 2033, 002 Test Course Name, Enrollment: 40.

Other Instructional Activities
Management/Executive Development, Sponsoring Organization. Description. Number of participants: 50, (February 1, 2014 - Present)
Workshop, Sponsoring Organization. Description. Number of participants: 50, (September 1, 2017 - September 2, 2017)
Certification, Sponsoring Organization. Description. Number of participants: 50, (May 15, 2017)
Seminar, Sponsoring Organization. Description. Number of participants: 50, (May 6, 2017)

Academic Advising
Undergraduate Students Advised: 1
MS Students Advised: 2
MS Non-Thesis/Portfolio Students Advised: 3
Ph.D. Students Advised: 3
Post Doctoral Advisees: 5

**Directed Student Learning and Mentorship**

**Completed**

Internship Advisor. (2014 - Present)

Doctoral Committee Chair. (2014 - 2018)
  Advisee: Sam, Lin.

"Title of Student's Work." Description. (January 1, 2013 - August 31, 2018)
  Advisee: Last Name, First Name. Home Department: Other (Within The University of Oklahoma)

Dissertation Committee Chair, "Title of Student's Work." Description. (January 1, 2012 - 2017)
  Advisee: Name, Student. Home Department: Other (Within The University of Oklahoma)

Supervised Research, "Title of Student's Work." Description. (January 1, 2009 - December 31, 2017)
  Advisee: Name, Student. Home Department: Other (Within The University of Oklahoma)

**SCHOLARSHIP, CREATIVE ACTIVITIES AND RESEARCH**

**Publications (peer-reviewed/refereed)**

**Book Review**
(Published)

**Journal Article**

**Artistic and Professional Performances and Exhibits**

*Architectural - Built Work*
Record, F. T. *"Exhibit Title,"* Performing Group, Sponsor, Location. (June 5, 2017).
Web Address Competition. Description
Web Address. Audition. Description

Art - Exhibition, Group
Web Address. Invitation. Description

Dance - Director
Horne, K., Record, F. T. (Assistant, Associate, Cinematographer, Designer, Director, Editor, Exhibitor, Lecturer, Performer, Writer) "Exhibit Title," Performing Group, Sponsor, Location. (2016 - Present).
Web Address. Competition. Description

Novel
Record, F. T. "Exhibit Title this is a test for linking," Performing Group, Sponsor, Location. (April 6, 2017 - September 27, 2017).
Invitation. Description

Presentations


Media Contributions
Media Name, Explanation of "Other". Description. (December 4, 2017)

Magazine
Media Name, Interview Expert. Description. (August 4, 2017)

Newspaper
Guest. Was interviewed by NPR. (2017)

Media Name, Guest. Description. (September 3, 2017)

Radio
Media Name, Author. Description. (May 5, 2017)

TV
Media Name, Host. Description. (January 1, 2017)

Intellectual Property
Patent

Other Contracts, Fellowships, and Grants
Grant

SERVICE

Institution
Department
Guest Speaker, Committee Name. Responsibilities. (August 1, 2016 - Present).
Other role, Committee Name. Responsibilities. (January 1, 2015 - Present).
Committee Chair, Committee Name. Responsibilities. (November 1, 2016 - 2017).
Committee Chair, Committee Name. Responsibilities. (September 3, 2016 - 2017).
Attendee, Meeting, Committee Name. Responsibilities. (April 29, 2017).

College
Other role, Committee Name. Responsibilities. (January 1, 2017 - Present).
Faculty Advisor, Committee Name. Responsibilities. (January 1, 2015 - December 31, 2017).
Committee Member, Committee Name. Responsibilities. (January 15, 2017 - May 15, 2017).
Attendee, Meeting, Committee Name. Responsibilities. (March 28, 2017).
University
Faculty Advisor, Committee Name. Responsibilities. (January 15, 2014 - Present).
Other role, Committee Name. Responsibilities. (January 1, 2017 - March 31, 2017).

Professional
Reviewer, Textbook, Committee Name. Responsibilities. (January 1, 2014 - Present).
Editor, Conference Proceedings, Committee Name. Responsibilities. (January 1, 2013 - Present).
Committee Member, Organization. Responsibilities. (February 2, 2011 - Present).
Editorial Review Board Member, Committee Name. Responsibilities. (January 1, 2016 - 2017).
Committee Chair, Club Name. Responsibilities. (June 30, 2017).

Community Engagement

Community Outreach

AWARDS AND HONORS

Leadership
Award Name, Sponsor. Description. (March 31, 2017). *(Nominated)*

Award Name, Sponsor. Award description. (January 1, 2017).

Scholarship/Research
Award Name, Sponsor. Award description. (January 1, 2017).
**Service**

Award Name, Sponsor. Description. (July 31, 2017). *(Nominated)*

Award Name, Sponsor. Description. (March 31, 2017).

Award Name, Sponsor. Description. (March 31, 2017). *(Nominated)*
SUPPLEMENTAL ACTIVITIES

Faculty Development Activities Attended
Faculty Fellowship, Title, Sponsoring Organization, City, State, Country. No. of Credit Hours: 1. Description, (August 1, 2016 - August 31, 2017).

Tutorial, Title, Sponsoring Organization, City, State, Country. No. of Credit Hours: 1. Description, (June 4, 2017).

Tutorial, Title, Sponsoring Organization, City, State, Country. No. of Credit Hours: 1. Description, (June 4, 2017).

Self-Study Program, Title, Sponsoring Organization, City, State, Country. No. of Credit Hours: 1. Description, (March 1, 2017 - May 31, 2017).

Faculty Internship, Title, Sponsoring Organization, City, State, Country. No. of Credit Hours: 1. Description, (April 25, 2017 - May 27, 2017).

Seminar, Title, Sponsoring Organization, City, State, Country. No. of Credit Hours: 1. Description, (May 1, 2017).

Workshop, Title, Sponsoring Organization, City, State, Country. No. of Credit Hours: 1. Description, (April 4, 2017).

Continuing Education Program, Title, Sponsoring Organization, City, State, Country. No. of Credit Hours: 1. Description, (March 31, 2017).

Conference Attendance, Title, Sponsoring Organization, City, State, Country. No. of Credit Hours: 1. Description, (March 1, 2017 - March 3, 2017).

Professional Memberships
Leadership Position, Organization. (January 1, 2015 - Present).


Consulting
Non-Governmental Organization (NGO), Client, Location. (January 1, 2015 - Present).

For Profit Organization, Client, Location. (January 1, 2014 - Present).

Academic, Client, Location. (January 1, 2012 - Present).

Explanation of "Other", Client, Location. (April 5, 2017).

Peer-reviewed Publications (submitted, accepted, or in-press)

Journal Article

Textbook

Other Publications

Book

Research Proposals Funded or Under Review
Record, F. T., (PI, 100% credit), "Test proposal," Sponsored by Test Sponsoring organization name, State. (Submitted: January 2017).

Research and Creative Activities Currently in Progress
"Title" (Planning)
Collaborators: Record, F. T.. Description

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