Faculty Activity System (FAS)
Screen-by-Screen User Guide
*This document contains a screen shot of 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. Every screen has “begin date” and “end date” fields. Dates are how the system determines what to include and exclude in reports. The system will always ask 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 if any previously entered activities will carry over.*
Home Page with screens available for entering activities.

Click here to visit the university FAS website.

Click here for helpful information.
“Manage Activities” is where you enter your teaching, scholarly, and service activities on the screens available from the landing page.

“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.

Attach a photograph here.
**Edit Biography and Expertise**

<table>
<thead>
<tr>
<th>Brief Biography</th>
<th>Sample biography</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Interests</td>
<td>Sample teaching interests</td>
</tr>
<tr>
<td>Research Interests</td>
<td>John Smith is interested in Latin paleography and, in particular, manuscripts copied in Ireland in the early Middle Ages. He has worked on manuscripts of Vergil’s Georgics, Propertius’ Elegies, and Ovid’s Metamorphoses Books 1 and 5. He is currently working on a manuscript of Horace’s</td>
</tr>
</tbody>
</table>

**Language**

<table>
<thead>
<tr>
<th>Fluency</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native or Bilingual</td>
<td>Catalan</td>
</tr>
</tbody>
</table>

Add Another Language: 1  + Add
This screen records “milestone” events.
Yearly Data is rolled over from year to year by the FAS University Administrator.

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

“Read only” fields are indicated by the R 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.
This is where administrative assignment information such as Center Director, Department Chair, and Dean is entered.
Remember to fill out the “Purpose” field as reports use this designation to classify the type of award or honor.
Add consulting activities to this screen.
If your educational history has been reported previously to the university this information will be imported on your behalf.

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%.

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring</strong></td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td>70</td>
</tr>
<tr>
<td>Research, Scholarship and Creative Activity</td>
<td>20</td>
</tr>
<tr>
<td>Professional, University &amp; Administrative Service</td>
<td>10</td>
</tr>
<tr>
<td>Combined weight should equal 100%</td>
<td></td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td>30</td>
</tr>
<tr>
<td>Research, Scholarship and Creative Activity</td>
<td>65</td>
</tr>
<tr>
<td>Professional, University &amp; Administrative Service</td>
<td>5</td>
</tr>
<tr>
<td>Combined weight should equal 100%</td>
<td></td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td>70</td>
</tr>
<tr>
<td>Research, Scholarship and Creative Activity</td>
<td>20</td>
</tr>
<tr>
<td>Professional, University &amp; Administrative Service</td>
<td>10</td>
</tr>
<tr>
<td>Combined weight should equal 100%</td>
<td></td>
</tr>
</tbody>
</table>
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 quick reference list of records.

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

This screen allows you to add a new item, duplicate and/or delete a 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.
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 “read only” field.

Other fields on this screen are open allowing detailed information for each class to be added.
Scheduled Teaching Cont’d

Describe any pedagogical innovations that you introduced into this course (e.g., International issues, computer applications, ethical analysis, new classroom techniques, etc.)

Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented.

Describe any activities in your course that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.)

Course Materials
For easy reference please label all attached items, ex. Course Materials, Syllabus, Course Evaluations, etc.

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Upload Attachment</th>
<th>No File Stored</th>
<th>Choose File...</th>
</tr>
</thead>
</table>

Select the number of course materials to add: 1 + Add

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.

To add another person to this activity simply click on “Add”. University faculty all 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.
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. 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 BibTex Imports.

Click “Import Items” for instructions on how to import using this feature.

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.
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. (Only the person who originally entered the citation can edit it, so it won’t be cited two different ways.)
See next page for continued Intellectual Contribution Screen information

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: 2014
Faculty Test Record
Associate Professor, University Administration

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>30%</td>
<td>65%</td>
<td>5%</td>
</tr>
<tr>
<td>Fall</td>
<td>70%</td>
<td>20%</td>
<td>10%</td>
</tr>
</tbody>
</table>

Example of an Annual Faculty Mini Vitae Report

TEACHING

Scheduled Teaching
Spring 2014
ENGR 2003, 002 Test Course Name, Enrollment: 35.

Fall 2014
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, 2014 - September 2, 2014)
Certification, Sponsoring Organization. Description. Number of participants: 50, (May 15, 2014)


**Academic Advising**

**Directed Student Learning and Mentorship**

**Completed**

Master's Committee Co-Chair, "Title of Student's Work." Description. (January 1, 2009 - August 31, 2015)

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 - April 30, 2015)

Advisee: Name, Student. Home Department: Other (Within the University of Oklahoma)

Supervised Research, "Title of Student's Work." Description. (January 1, 2007 - December 31, 2014)

Advisee: Name, Student. Home Department: Other (Within the University of Oklahoma)

**In Progress**

Mentor. Description. (June 1, 2013 - Present)

Advisee: Name, Student. Home Department: Other (Within the University of Oklahoma)

**SCHOLARSHIP, CREATIVE ACTIVITIES AND RESEARCH**

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

**Book Chapter**


**Book Review**

**Artistic and Professional Performances and Exhibits**

Record, F. T. "*Exhibit Title,*" Performing Group, Sponsor, Location. (March 1, 2014 - March 31, 2014).

Web Address. Audition. Description

**Media Contributions**

**Magazine**

Media Name, Interview Expert. Description. (August 4, 2014)

**Radio**

Media Name, Author. Description. (May 5, 2014)

**Other Contracts, Fellowships, and Grants (Non ORS)**

**Contract**

Record, F. T., "*Title,*" Sponsored by Sponsor, Local, $4,908. (June 5, 2014 - August 30, 2014).

**SERVICE**

**Institution**

**Department**

Committee Member, Committee Name. Responsibilities. (August 1, 2013 - Present).


**College**

Committee Member, Committee Name. Responsibilities. (January 15, 2014 - May 15, 2014).

**University**

Faculty Advisor, Committee Name. Responsibilities. (January 15, 2014 - Present).

Professional
   Committee Member, Organization. Responsibilities. (February 2, 2011 - Present).
   Committee Chair, Club Name. Responsibilities. (January 10, 2014 - June 30, 2014).

AWARDS AND HONORS

Leadership
   Award Name, Sponsor. Description. (January 1, 2014).

Service
   Award Name, Sponsor. Description. (July 31, 2014).
   Award Name, Sponsor. Description. (January 30, 2014).

SUPPLEMENTAL ACTIVITIES

Faculty Development Activities Attended
   Faculty Fellowship, Title, Sponsoring Organization, City, State, Country. No. of Credit Hours: 1. Description, (August 1, 2014 - August 31, 2014).
   Faculty Internship, Title, Sponsoring Organization, City, State, Country. No. of Credit Hours: 1. Description, (April 25, 2014 - May 27, 2014).
   Continuing Education Program, Title, Sponsoring Organization, City, State, Country. No. of Credit Hours: 1. Description, (March 31, 2014).

Professional Memberships

Consulting
   Academic, Client, Location. (January 1, 2012 - Present).
   For Profit Organization, Client, Location. (January 1, 2014 - December 31, 2014).

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

**Journal Article**


**Textbook**