# Faculty Professional Activities Report (FPAR)

Activity Insight (AI) (aka Faculty Success) and the FPAR Workflow Process

Producing and submitting an FPAR is split into two components: the first involves updating required screens in AI; and the second component uses the Workflow module to submit the FPAR for review by Division Directors. **Please note that feedback provided during this review is for your purposes only.** In accordance with section 5.341 of the faculty bylaws, "The primary purpose of the Faculty Professional Activities Report (FPAR) is for self-reflection. Additionally, the FPAR is used as part of the evaluation processes and to recognize a faculty member's invisible work."

The FPAR Workflow Process begins with an e-mail from dmworkflow@watermarkinsights.com with a subject: **Invitation to Complete Submission for 2022- 23 FPAR** similar to the one displayed here:
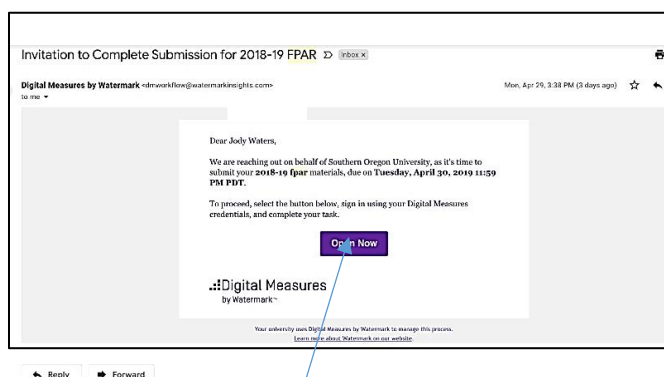
To begin the process, click on the "**Open Now**" link in the e-mail.

You will be logged into AI and presented with a Workflow screen similar to the one below.

If you have already updated all the AI screens required for an FPAR, then click "**Refresh Report**" and submit your FPAR using the Action button. Otherwise, click into Manage Activities and review, update, and/or insert items needed for FPAR reporting (described on pp. 3-7 below).

You should also click on the "**Adobe**" icon to preview your FPAR before submitting it for review.

Note: You **must** click on the "Refresh Report" button to assure your FPAR will contain the most current items in AI Manage Data.

Note: All data in AI are date-centric. The FPAR report will only pull records that relate to the current year.

When you're ready to submit your FPAR click the "**Action**" button in the top right-hand corner of the screen and choose **"Submit FPAR to Division Director"** and the FPAR will be sent to the Director who will review it, in consultation with the program chair or Program Personnel Committee, and provide feedback.

After the Division Director has submitted their feedback, an e-mail message will be sent back to you from dmworkflow@watermarkinsights.com with subject line **Invitation to Respond to 2022-23 FPAR Materials.** This simply serves as notification that the review has been completed and feedback is now available for you to read. The Workflow process itself however needs to be closed, accomplished by clicking the "**Open Now**" button in the e-mail message and using the

"**Action**" button (located in the top right-hand corner of the screen) to select "**Close Review.**"


Note: The Director can choose to send back the FPAR to the faculty member if something is missing allowing the faculty an opportunity to go back into AI and add or update FPAR items. If an FPAR is sent back then a reason why it's being sent back, entered by the Director, will be included in an e-mail the faculty member receives. Once the faculty makes changes requested, they need to resubmit their FPAR for review in the same way it was initially submitted (see above).

Note: All data in AI are date-centric. The FPAR report will only pull records that relate to the current year.

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Preparing the FPAR

At any time, even before the FPAR Workflow Process starts, faculty can begin adding items needed for their FPAR. Open AI by logging into InsideSOU and clicking on the Activity Insight link. The Manage Activities screen will be displayed.

The yellow highlights below identify the screens needed to create an FPAR.
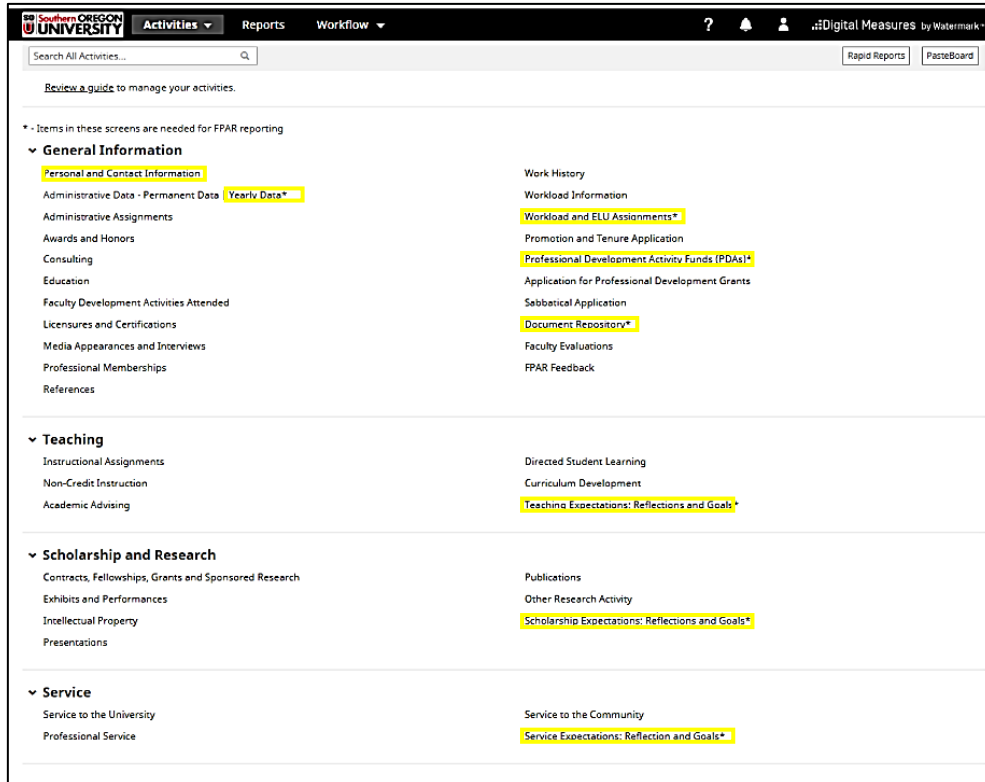
There are three main steps to preparing and submitting an FPAR:

A) Verify Current Information (using Manage Activities)

B) Input New Information (using Manage Activities)

C) Submit Your FPAR from within Workflow (using Workflow)

Each of these steps are explained in the pages below.

A. Verify Current Information

Three screens in AI contain data which is managed on your behalf but should be verified.

1. **Personal and Contact Information** – Many of the data elements on this screen can be verified and updated by the faculty member. However, if changes are necessary for items indicated with a lock or a red R (i.e. read-only), then please contact your Director for assistance.

2. **Yearly Data** – All the data elements on this screen, except for the last five questions, are locked but also need to be verified. If changes are necessary, then please contact your Director for assistance.

3. **Workload and ELU Assignments** – Information in this screen reflect data from the Faculty Loading Report and only need review, with one exception... items displaying the prompt **"*Duties or outcomes achieved should be entered for this item*"** indicate faculty need to click into the item and provide details about what was accomplished related to the assignment.

Detail of these accomplishments can either be typed, copy/pasted, or uploaded in a document.
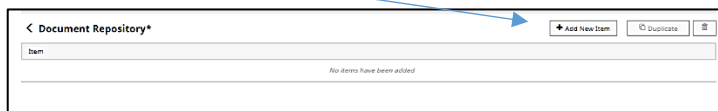

Note: All data in AI are date-centric. The FPAR report will only pull records that relate to the current year.

B. Input New Information

Six screens need current academic year information entered to produce an accurate FPAR and are described below.

1. **Yearly Data** – Click on the 2022-23 Yearly Data item and answer the last five questions at the bottom of the screen.

2. **Document Repository** – Click on the "**Add New Item**" button at the top of the screen.

   Choose Curriculum Vita from the "Document Type" and provide a "Date of Document."
   Then upload the file by clicking into the "**Drop file here or select to upload**" area.
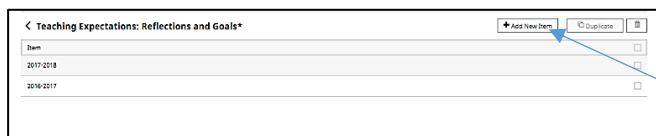   **Note: the FPAR report will always link to the most recent CV that has been uploaded.**

   After selecting the file, click the **"Save"** button in the upper right area of the screen.

   Note: The dropdown list of Document Types also includes an item called "FPAR/FPAP" but this should not be confused with the submission of current FPARs. That option exists only if FPARs prior to 2015-16 are being stored in the Document Repository.
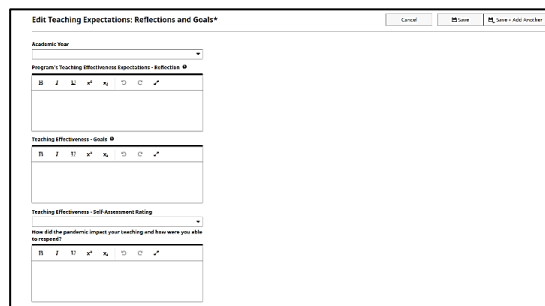
3. **Teaching Expectations: Reflections and Goals** – Add information into this screen, including:
   a) A short narrative/reflection about the activities accomplished related to teaching effectiveness as described in your program's expectations
   b) A description of the goals you **plan** to accomplish to further your efforts in this area
   c) Selecting a rating of either Acceptable, Preferred, or Exceptional

Enter teaching expectation information by clicking on "**Add New Item.**"

Choose the 2022-23 academic year from the dropdown list and enter your response to the four prompts:

When finished, click "**Save**."

Note: All data in AI are date-centric. The FPAR report will only pull records that relate to the current year.

4. **Scholarship Expectations: Reflections and Goals** – Repeat the process described above for Teaching Expectations when entering your Scholarship Expectations: Reflections and Goals.

5. **Service Expectations: Reflections and Goals** – Repeat the process described above in Teaching Expectations when entering your Service Expectations: Reflections and Goals.

   Note: Only one record should be created for items 3, 4, and 5 above.

6. **Professional Development Activity Funds (PDAs)** – According to the CBA faculty use of PDA funds needs to be documented within the FPAR. To accommodate this, the Professional Development Activity Funds screen allows information to be added indicating how those funds have been spent.

   Click on "Add New Item."

   Choose an "Academic Year" and a "PDA Expenditure Item" type and the amount spent. If desired, more information about the expenditure can be included in the "More Detail" field.

   When finished, click "**Save**" and, if necessary, add additional items for other PDA expenditures.

   When complete, the summary screen will show all the items that have been entered.

C. Submit Your FPAR From Within Workflow.

The FPAR is submitted via Workflow (see p. 1 above). To open the Workflow for this FPAR, either click on the "**Open Now**" button in the original e-mail, OR click on the Workflow menu and choose the 2022-23 FPAR item from the Workflow Inbox.
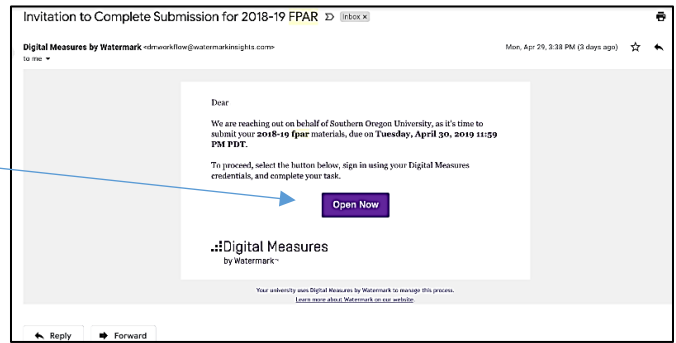
The Workflow **Inbox** area shows tasks needing your attention such as the FPAR submission and the Workflow **History** area includes items that have been submitted previously.


After opening the 2022-23 FPAR Workflow item, you can then submit it for review.

As mentioned previously, be sure to verify that your FPAR contains everything you expect, including a link to your current CV, before clicking the "**Action"** button and submitting it for review.

To verify your FPAR is ready, click on the Refresh Report button and then click the Adobe icon to display your FPAR. If changes are needed, return to the screen(s) in AI that need updating and then refer back to this section to refresh, preview, and submit your FPAR.

D. Closing the FPAR Workflow process.

You will receive a final e-mail from dmworkflow@watermarkinsights.com with subject: **Invitation to Respond to 2022-23 FPAR Materials** once the review is complete. Click on the "**Open**" button in that e-mail message, review the feedback, then click on the "**Action"** button located in the upper right-hand
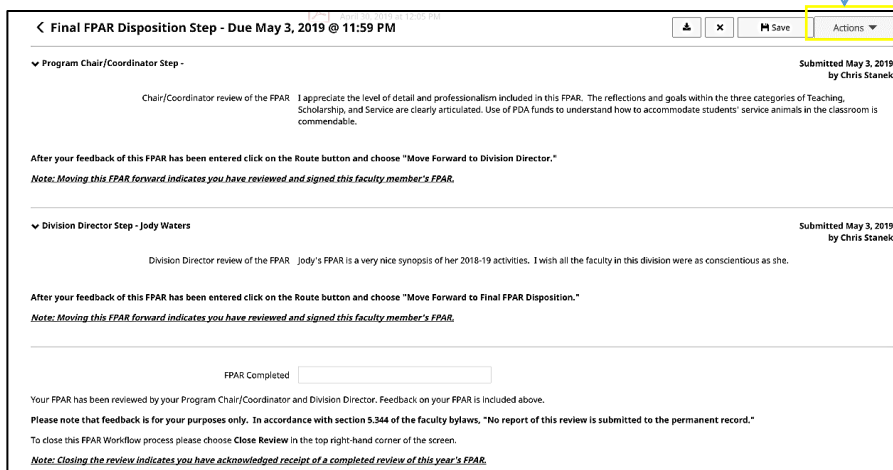
corner of the screen and select "**Close Review**" from the options.

Choosing "Close Review" completes the FPAR review and closes the process within Workflow.

Note: All data in AI are date-centric. The FPAR report will only pull records that relate to the current year.