

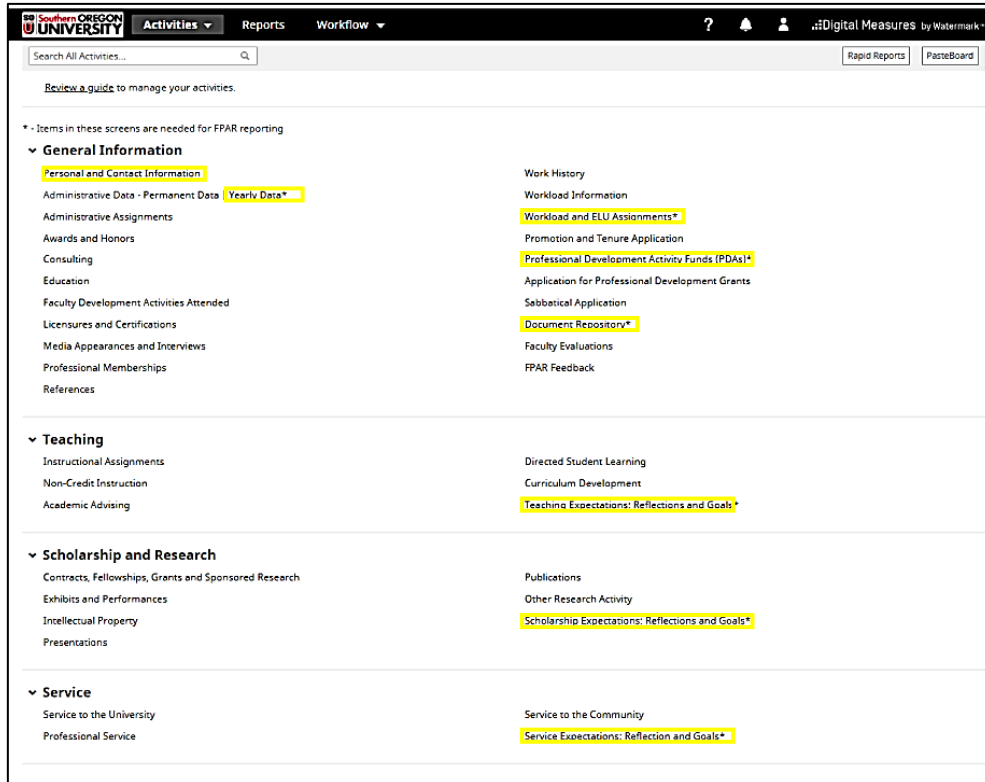




## Preparing the FPAR

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.

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

## 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.

Item	Start Date	End Date	
2018-2019 201801 ELU Assignm: 1 Coordination of Graduate Program COMMS01			<input type="checkbox"/>
2018-2019 201801 ELU Assignm: 1 <b>Duties or outcomes achieved should be entered for this item</b>			<input type="checkbox"/>
2018-2019 201802 ELU Assignm: 3 Coordination of Graduate Program COMMS01			<input type="checkbox"/>
2018-2019 201803 ELU Assignm: 1 Coordination of Graduate Program COMMS01			<input type="checkbox"/>

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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.”

Professional Development Activity Funds (PDAs)\*

Item	
2017-2018 Travel Expenses	<input type="checkbox"/>
2016-2017 Travel Expenses	<input type="checkbox"/>
2019-2016 Computer Hardware	<input type="checkbox"/>

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.

Edit Professional Development Activity Funds (PDAs)\*

Academic Year: 2018-2019

PDA Expenditure Item: Computer Software

Optionally Provide More Detail About the Expenditure Item

Covered cost of travel and registration for AIR meeting in Washington DC.

What Was the PDA Dollar Amount for This Item?  
\$ 1,540.00

Was this item paid for by the Provost's PDA Supplemental Support Fund?

Please comment on how these funds furthered your professional development.

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

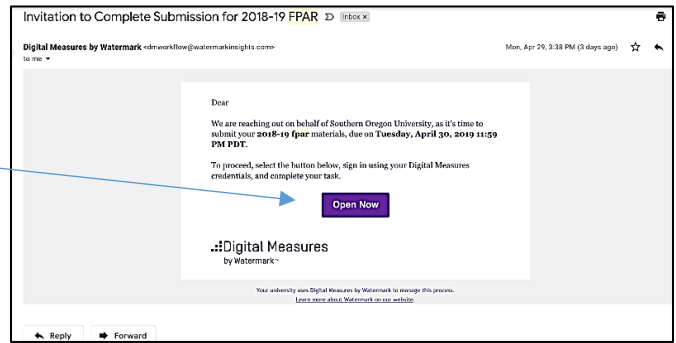
Professional Development Activity Funds (PDAs)\*

Item	
2018-2019 Computer Software	<input type="checkbox"/>
2018-2019 Travel Expenses	<input type="checkbox"/>
2018-2019 Travel Expenses	<input type="checkbox"/>
2017-2018 Travel Expenses	<input type="checkbox"/>
2016-2017 Travel Expenses	<input type="checkbox"/>
2019-2016 Computer Hardware	<input type="checkbox"/>

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## 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.

Workflow Tasks				
▼ Inbox				
Name	Step	Subject	Due Date	
Test Schedule of 2018-2019 FPAR	Program Chair/Coordinator	Jody Waters	May 1, 2019 @ 11:59 PM	
▼ History				
Name	Current Step	Subject	Last Modified	Actions
No Data to Display				

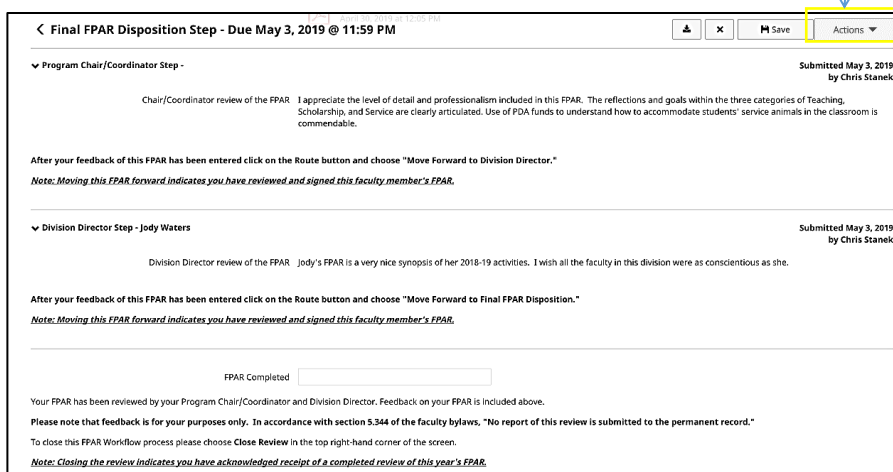
After opening the 2022-23 FPAR Workflow item, you can then submit it for review.

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.

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