Faculty Activity and Information Reporting System (FAIRS)
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What is FAIRS?

Background

• To improve data reporting and simplify a number of processes, NPS has brought a new system on board. FAIRS is a tool hosted by Digital Measures for collection and storage of information about your scholarly and service activities for a number of uses, such as:
  – Faculty Activity Reports
  – Faculty CVs (to replace current NPS Faculty CV system; more info. on pg. 33)
  – Promotion & Tenure documentation
  – Accreditation reports
  – And many more...

• FAIRS allows you and other users to enter data once so that it is available to you and administrators for many different purposes. This will reduce the need for data calls and create more time for faculty to focus on more important tasks.

• For more information about Digital Measure and FAIRS (Activity Insight), go to:
  – https://www.digitalmeasures.com
  – https://player.vimeo.com/video/64184571?api=1&player_id=player-frame&title=0&byline=0&portrait=0
What is FAIRS? (cont.)

Background

FACULTY ACTIVITY & INFORMATION REPORTING SYSTEM (FAIRS)*

FACULTY ACTIVITIES
- RESEARCH
- TEACHING
- SERVICE

NPS SYSTEMS
- PYTHON
- HELM

CUSTOM REPORTS
- FACULTY
  - CV
  - FAR
  - P&T DOCS
- INSTITUTIONAL
  - RESEARCH
  - ANNUAL

STANDARD REPORTS
- ACCREDITATION

*DIGITAL MEASURES ACTIVITY INSIGHT – USED BY OVER 60% OF LARGEST U.S. UNIVERSITIES
Let’s get started!

Logging in

- Log in instructions:
  - Go to: [https://my.nps.edu/web/academic-affairs/fairs](https://my.nps.edu/web/academic-affairs/fairs) (which can be accessed from the Intranet Faculty page.)
  - Or you can go to FAIRS directly at: [https://www.digitalmeasures.com/login/nps/faculty/](https://www.digitalmeasures.com/login/nps/faculty/)
  - Enter your NPS ERN login information
What should I do first?

User Interface

- Familiarize yourself with the new system
  This is the Activities home screen. You can access all of your information from here.

General help documentation from Digital Measures.

Name of User you are logged in as.

Manage your information and run reports.

Send email help request to FAIRS Ombudsman.

Data entry screen links.
What should I do first? (cont.)

Running Rapid Reports

• Once you are familiar with the interface, you should run your Faculty Activity Report. This will help you see what has been filled in for you already.
• You can choose either “Rapid Reports” OR “Run Reports” to do this. The example below used Rapid Reports.
What should I do first? (cont.)

Running Rapid Reports

- Running your Faculty Activity Report
  - Change the date range to match the timeframe you wish to pull the information for.

  Note: Rapid Reports will remember your date settings while you are logged into FAIRS.

For the Academic Year 2016 Faculty Activity Report select the following:

Start Date:  **October 1, 2015**
End Date:   **September 30, 2016**

Then select the file format you would like to receive.

Last, click “Run Report.”
FAR Sections
Data Origins and Contacts

• **Name**
  – *Screen:* General Information – Personal and Contact Information
  – *Data Origin:* Python
  – *Data Contact:* Academic Planning (academicplanning@nps.edu)

• **Title**
  – *Screen:* General Information – Personnel Data – Rank and Promotion Information
  – *Data Origin:* Faculty Database (HELM)
  – *Data Contact:* Academic Planning (academicplanning@nps.edu)

• **Department and School**
  – *Screen:* General Information – Personnel Data – NPS Affiliations and Status
  – *Data Origin:* Faculty Database (HELM)
  – *Data Contact:* Academic Planning (academicplanning@nps.edu)
FAR Sections (cont.)

Data Origins and Contacts

• **Section A: Narrative Summary**
  – *Purpose:* Discussion of activities and accomplishments during the last academic year. Max length 3 pages.
  – *Screen:* Activities – Narrative(s)
  – *Data Origin:* User Provided
  – *Data Contact:* N/A

• **Section B: Teaching Load**
  – **Scheduled Teaching**
    • *Purpose:* List of classes taught during the last academic year.
    • *Screen:* Teaching – Scheduled Teaching
    • *Data Origin:* Python
    • *Data Contact:* Department Education Technician or Department Planner
  – **Unscheduled Teaching and Directed Study**
    • *Purpose:* List of unscheduled or directed study classes taught during the last academic year.
    • *Screen:* Teaching – Unscheduled Teaching and Directed Study
    • *Data Origin:* Python
    • *Data Contact:* Department Education Technician or Department Planner
FAR Sections (cont.)
Data Origins and Contacts

• **Section B: Teaching Load** (cont.)
  – Executive Education/Professional Development Taught
    • *Purpose*: List of professional development courses taught during the last academic year.
    • *Screen*: Teaching – Executive Education/Professional Development Taught...
    • *Data Origin*: User Provided
    • *Data Contact*: N/A

• **Section C: Theses, Dissertations, Capstones, and Projects Advised**
  • *Purpose*: List of theses, dissertations, capstones and other projects advised during the last academic year.
  • *Screen*: Teaching – Thesis, Capstone, Dissertation Advising
  • *Data Origin*: Python
  • *Data Contact*: Department Education Technician or Department Planner

• **Section D: Research Summaries**
  – Sponsored Research and Scholarly Activity
    • *Purpose*: List of sponsored projects worked on during the last academic year.
    • *Screen*: Scholarship/Research – Sponsored Activity...
    • *Data Origin*: NPS Research Portal
    • *Data Contact*: Research and Sponsored Programs Office (research@nps.edu)
Section D: Research Summaries (cont.)

- Internally Sponsored and Unsponsored Research Activity
  - *Purpose:* List of any institution/program funded (not processed through RSPO) and unfunded work performed during the last academic year.
  - *Screen:* Scholarship/Research – Institution/Program Sponsored and Unsponsored...
  - *Data Origin:* User Provided
  - *Data Contact:* N/A

Section E: Intellectual Contributions

- Publications
  - *Purpose:* List of printed works published during the last academic year.
  - *Screen:* Scholarship/Research – Intellectual Contributions (Printed Works)
  - *Data Origin:* User Provided (some data has been preloaded from Calhoun)
  - *Data Contact:* N/A

- Presentations
  - *Purpose:* List of presentations delivered during the last academic year.
  - *Screen:* Scholarship/Research – Presentations
  - *Data Origin:* User Provided
  - *Data Contact:* N/A
FAR Sections (cont.)
Data Origins and Contacts

• **Section E: Intellectual Contributions** (cont.)
  – Intellectual Property
    • *Purpose:* List of any intellectual property awarded during the last academic year.
    • *Screen:* Scholarship/Research – Intellectual Property (e.g., copyrights, patents)
    • *Data Origin:* User Provided (some data has been preloaded from RSPO)
    • *Data Contact:* N/A

• **Section F: Awards and Honors**
  • *Purpose:* List of any awards or honors received during the last academic year.
  • *Screen:* General Information – Awards and Honors
  • *Data Origin:* User Provided (some data preloaded from Faculty Vitae System)
  • *Data Contact:* N/A

• **Section G: Institutional Service**
  – NPS Administrative Appointments
    • *Purpose:* List of NPS administrative appointments performed during the last academic year.
    • *Screen:* General Information – NPS Administrative Appointments
    • *Data Origin:* User Provided (some data preloaded from HELM)
    • *Data Contact:* Academic Planning ([academicplanning@nps.edu](mailto:academicplanning@nps.edu))
FAR Sections (cont.)

Data Origins and Contacts

• **Section G: Institutional Service**
  - **NPS Internal Service**
    • *Purpose:* List of internal service to NPS provided during the last academic year.
    • *Screen:* Service – Internal (NPS)
    • *Data Origin:* User Provided (some data preloaded from Faculty Vitae System)
    • *Data Contact:* N/A

• **Section H: Professional and Public Service**
  - **Professional Service**
    • *Purpose:* List of professional services provided outside of NPS during the last academic year.
    • *Screen:* Service – External (Professional and Other University)
    • *Data Origin:* User Provided (some data preloaded from Faculty Vitae System)
    • *Data Contact:* N/A
  - **Public Service**
    • *Purpose:* List of public services provided outside of NPS during the last academic year.
    • *Screen:* Service – External (Public)
    • *Data Origin:* User Provided (some data preloaded from Faculty Vitae System)
    • *Data Contact:* N/A
How do I complete my FAR?

Sections to Review

• For Academic Year 2016, you will need to review and update, where necessary/possible, the data entered into the following sections:
  – NPS Administrative Appointments
  – Scheduled Teaching
  – Unscheduled Teaching and Directed Study
  – Thesis, Capstone, Dissertation Advising
  – Sponsored Activity (Research, Education, Professional Development, Other Sponsored Activity)

Note: For the screens where you are unable to edit the data, follow the guidance on pages 9-14 in this guide for whom to contact for modifications/updates.
How do I complete my FAR? (cont.)

NPS Administrative Appointments

For this section of your FAR, some information may already be pre-loaded by Academic Planning. If you are missing any appointments, you may add them by clicking on the “Add New Item” button.

1. Click on the “NPS Administrative Appointments” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
How do I complete my FAR? (cont.)

Teaching Load – Scheduled and Unscheduled Teaching

Teaching Load pulls from three different screens:
• Scheduled Teaching
• Unscheduled Teaching and Directed Study
• Professional Development Taught (Short Courses or other Non-Credit Instruction)

The first two screens will be automatically populated with information from Python. You will need to verify that this information is correct, and complete any missing data required by your department.

If any information is missing from these sections, contact your Department Education Technician or Department Planner to have the issue resolved.

The last screen you will need to provide the data for. This process will be described a little later in this guide.
How do I complete my FAR? (cont.)

Thesis, Capstone, Dissertation Advising

Thesis, Capstone and Dissertation advising information is loaded from Python. Information on this screen is locked and only comments about the work can be added.

Please review the information loaded and verify that all Theses, Capstones and Dissertations have been included in your profile.

If any information is missing, you will need to contact your Department Education Technician or your Department Planner to ensure that the information has been properly entered into Python.
How do I complete my FAR? (cont.)

Sponsored Activity

Sponsored Activities are brought in through the NPS Research Portal, which is managed by the Research and Sponsored Programs Office (RSPO). Externally funded work will appear in this system as well as any work funded through Naval Research Program (NRP). Information must be publicly releasable to be in the system.

RSPO tracks sponsored work by Job Order Number (JON) and Fiscal Year. Efforts have been made to reduce proposals to a single occurrence per Fiscal Year. Some duplicates may still remain in the data, especially for multi-year proposals.

Please review the information in FAIRS, and record owners (typically the project PI) can update information accordingly. If any information needs to be added or removed from FAIRS (or the Research Portal), contact the RSPO at research@nps.edu.

If you have a project that is unfunded or internally sponsored by an NPS program but not routed through RSPO (such as CRUSER funded projects) you will enter that information on the Institution/Program Sponsored and Un-sponsored Research and Scholarly Activity screen.
How do I complete my FAR? (cont.)

Sections to Complete

• For Academic Year 2016, you will need to complete the following sections:
  – Narrative(s)
  – Professional Development Taught
  – Internally Sponsored and Un-sponsored Research and Scholarly Activity
  – Intellectual Contributions (Printed Works)
  – Presentations
  – Service – Internal (NPS)
  – Service – External (Professional and Other University)
  – Service – External (Public)
How do I complete my FAR? (cont.)

Narrative(s)

1. Click the “Narrative(s)” link.

2. You will now see the Narrative(s) screen. Click the “<” to return to the main page, or “Add New Item” button to create a new narrative.

3. Complete the fields on the screen (copy and paste text from Word is possible not all formatting may transfer), and then click the “Save” or “Save + Add Another” button.

Note: GSBPP Faculty, your screen will be slightly different.
How do I complete my FAR? (cont.)

Teaching Load – Exec. Ed./Prof. Dev.

1. Click on the “Executive Education/Professional Development…” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
How do I complete my FAR? (cont.)

Unponsored Research and Scholarly Activity

1. Click on the “Institution/Program Sponsored…” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
1. Click on the “Intellectual Contributions…” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
If you maintain your bibliographic citations in an online database, FAIRS allows you to import items from other sources through a BibTeX file. To do this, click the “Import Items” button. Choose the option that best suits your data source, choose your file, and click “Continue.” For more step-by-step information, visit: http://info.digitalmeasures.com/bibtex2
How do I complete my FAR? (cont.)

Presentations

1. Click on the “Presentations” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
How do I complete my FAR? (cont.)

Service – Internal (NPS)

1. Click on the “Internal (NPS)” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
1. Click on the “External (Professional and Other University)” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
How do I complete my FAR? (cont.)

Service – External (Public)

1. Click on the “External (Public)” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
How do I complete my FAR? (cont.)

Running the Report

• Once you have finished adding/updating all of the information required for your FAR, follow the steps on pages 6-7 to run your FAR again.

• If anything is missing, or does not appear correct, revisit the screen(s) necessary to update the information.

• If your FAR is now complete, follow the steps from your Department Chair or School Dean on how to submit the final report.

• You have now completed your FAR obligation for the Academic Year!

• Feel free to keep your information up to date throughout the year. Supplied data will be uploaded quarterly to help you keep your information up to date throughout the year. We are still working on preparing these updates for the first quarter of Academic Year 2016, but the information will be there soon.
Other Reports in FAIRS

Run Reports

- You will see two other report types that you can run through FAIRS.
  - Vita
  - Create a New Report
    - Available when clicking the “Run Reports” menu option only
- For this section we’ll use the Run Reports option so you can see the difference between this option and Rapid Reports.
In the future, FAIRS will replace our current Faculty *Curriculum Vitae* system that RSPO maintains for NPS Faculty. This system is outdated and we would like to provide our faculty with the ability to maintain their information directly. Until then, you can use this report for other *Vita* requirements or submissions.

Change the *date range* you wish to report on and select a *file format* for the exported file.
Other Reports in FAIRS

Create a New Report

- You can create a new ad hoc report on any screen in the system. When the selections are complete, you can save the report for later use.

Change the date range you wish to report on, the personnel you wish to include (most users can only pull his/her own data), what data to include, how to group the data, keywords to be searched for, and select a file format for the exported file.
Questions or Issues?

If you have any questions, feel free to contact us at:  FAIRSOmbudsman@nps.edu

We will also create a support site soon.

We hope that you will enjoy using this new system!