

23 February 2016

MEMORANDUM

From: Provost
To: Faculty
Via: (1) Deans
(2) Chairs

Subj: FACULTY ACTIVITY REPORTS FOR ACADEMIC YEAR 2015

Attach: (1) Excerpt from Promotion and Tenure Guidelines
(2) Faculty Activity Checklist
(3) FAIRS Guide

1. The annual Faculty Activity Report (FAR) allows you to tell your Chair and/or Dean what your professional accomplishments were for the past year. Department/Group Chairs/Deans/Institute Directors use the information in the FAR for your annual appraisal and for the purposes of determining merit pay increases.

2. Two major changes are hereby implemented in FAR preparation and submission:

a. The period covered in the report will be for the most recently completed Academic Year (AY). (Each AY runs approximately from the beginning of October through the end of September.) In the past, faculty prepared the FAR for the most recently completed calendar year. Changing to an AY-based FAR will better align the FAR with how faculty actually plan and accomplish their activities. (It is recognized that faculty will have already reported on their activities for Fall Quarter AY2015 in their FARs for calendar year 2014. Department/Group Chairs/Deans/Institute Directors should recognize and account for the overlap in reporting periods.)

b. FAR preparation and submission will be accomplished using the new Faculty Activity Information & Reporting System (FAIRS). FAIRS is a commercially available tool (Digital Measures Activity Insight) that has been purchased by NPS to make the collection and reporting of faculty activities easier. FAIRS allows a faculty member to enter his/her activities and then run a report in the FAR format. Once data are entered into FAIRS, faculty may run custom reports, CVs, etc. Directions on how to access and use FAIRS are attached.

3. The AY 2015 FAR consists of the sections described below. Faculty will manually enter data in FAIRS for some sections, while some sections will be automatically loaded in FAIRS through interfaces with existing NPS systems (e.g., PYTHON). The following table lists the sections of the FAR, how the data are entered into FAIRS, and the faculty member's role in preparing the section. Only activities that have been accomplished during AY2015 should be included in the FAR:

Section	Source of Information and Faculty Role
A. Narrative Summary*	Written and entered in FAIRS by faculty member.
B. Teaching Load	Automatically loaded in FAIRS from PYTHON; faculty member verifies accuracy.
C. Theses, Dissertations, Capstones, and Projects Advised	Automatically loaded in FAIRS from PYTHON; faculty member verifies accuracy.
D. Research Summaries	<ul style="list-style-type: none"> • For sponsored research projects, project information from NPS Research Office is automatically loaded for the PI in FAIRS; PI adds, deletes, and edits data as necessary and verifies data. • For unsponsored research projects, the faculty member enters data in FAIRS.
E. Intellectual Contributions: Publications, Presentations, Intellectual Property	Entered and verified by faculty member. (Some data may be loaded automatically in FAIRS from NPS Calhoun system.)
F. Awards and Honors	Entered in FAIRS by faculty member.
G. Institutional Service	Entered in FAIRS by faculty member.
H. Professional and Public Service	Entered in FAIRS by faculty member.

*GSBPP faculty members will provide statements on teaching, research, and service contributions.

4. Section A. (Narrative Summary) is a faculty member's opportunity to highlight her/his most significant activities or accomplishments of the AY. The Narrative Summary should be kept brief, normally no longer than two or three pages. Although the format or style may vary based on the faculty member's accomplishments and areas of concentration, the activities covered in a Narrative summary are typically divided into three general areas: Instruction, Research, and Service. (Note: Photos cannot be put into FAIRS, but they can be added to the Word document FAR produced by FAIRS.)

5. A Faculty Activity Report (FAR) is required from all NPS Faculty (AD Appointments) who have worked in excess of one month (160 hours, 20 days) during AY2015.

6. The following documents are attached as background information and further guidance:

(1) Pages 6-10 of this year's promotion & tenure guidelines. These are examples of information and activities that one could highlight in an activity report.

(2) Faculty Activity checklist. You can use this as an aid in recalling your important activities of the past AY.

(3) FAIRS Guide - Instructions on accessing FAIRS and completing the FAR.

7. Submit the FAR as produced from FAIRS (as a MS-Word or PDF file) (and in hard copy if hard copy requested) to the appropriate administrative support assistant or administrative officer for your Chair/Dean/Institute Director no later than 28 March 2016.

8. FARs are an integral part of the annual review and assessment process for all NPS faculty. FARs are specifically used for:

a. Annual Faculty Merit Step Awards: Conducted during spring quarter, Merit Step Awards are salary increases recognizing superior accomplishments during the previous reporting year.

b. Civilian Personnel Performance Appraisal: Consistent with employment as federal government civilian employees, faculty members are reviewed annual in the civilian performance appraisal system. The review/appraisal cycle runs from 1 May to 30 April each year, in accordance with NAVPGSCOLINST 12430.2F.

c. Annual Employee Performance Awards: Faculty are eligible for cash performance and bonus awards. NPS' annual cycle implements most performance/bonus awards during the summer quarter.

Note: Faculty may not be considered for merit step awards and/or performance awards without a FAR having been submitted.

A handwritten signature in black ink, appearing to read "JH Newman", with a stylized flourish at the end.

James H. Newman
Acting Provost

EXCERPT FROM PROMOTION AND TENURE GUIDELINES

INTERNAL NPS ACTIVITIES (clearly identify those contributions (in all categories) that are subsequent to when you were hired or to your last successful promotion or tenure proceedings at NPS.)

1. Internal Teaching Activities

a. Course and laboratory development. Description of courses developed, instructional materials written, laboratory facilities acquired, and experiments developed. Indicate any development work that supported operational curricula.

b. DoN/DoD applications. Describe any contributions made in instructional-related activities, emphasizing DoN/DoD applications.

c. Teaching techniques developed. List any techniques developed; include information on planning, testing, and evaluation.

d. Thesis supervision. List all the theses where the candidate served as

- (i) advisor
- (ii) co-advisor
- (iii) second reader.

Subdivide the listing into the above three groups. Within each subdivision, list these in reverse-chronological order (i.e., the most recent appearing first) with student name, thesis title, NPS degree received, and the month and year of graduation.

e. Self-improvement efforts. Include any attendance at workshops and conferences to improve any aspect of instruction, any auditing courses at NPS or elsewhere, etc.

f. Reading courses taught. List quarter and year, number of students, and subject.

g. Instructional materials. List any materials prepared and updated, and any courses administered.

h. Mentoring. Describe any efforts to improve instruction of other faculty, development of instructional staff, etc.

i. Course coordination. List any courses requiring significant efforts to coordinate.

j. Other instruction information. Describe any other contributions to instruction that might be relevant.

k. Other information on evaluation of instruction. Evaluation material must be offered that supplements the SOF. New guidance to offer that data are presented in the Chair's report section. (Summary SOF data is presented in the Chair's report section. Do not include any SOF comments.)

2. Internal Research Activities

a. Summary of **internal** research projects. List chronologically (list only research projects on which you are the PI or Co-PI) all research projects including

- (i) title
- (ii) sponsor(s),
- (iii) funding level,
- (iv) identification of the principal investigator,
- (v) brief description of the project,
- (vi) level of effort (i.e. fraction of WY supported by project funds),
- (vii) students participating,
- (viii) numbers of staff and other faculty supported,
- (ix) the candidate's role in the project, and
- (x) publications resulting from the project. (Use reference numbers from the publication subsection below [Subsection III.2.a] to identify the publications.)

b. Thesis Contributions. Describe any contributions to the research efforts of NPS student theses beyond those listed in Section II.1.d.

c. Contributions to interdisciplinary NPS research projects. Describe any contributions to interdisciplinary research. Also include any development of research facilities used for interdisciplinary work.

d. Visiting researchers attracted. Identify any research associates and postdoctoral fellows attracted, any technical staff developed/supported, and/or any development of research programs for improving or

enhancing the skills of other faculty.

3. Internal Administrative and Service Activities

a. Committee Service. List NPS faculty committees and councils, department committees, and administrative service activities. Indicate level of effort, and significant contributions.

b. Service as Academic Associate. Summarize by curriculum, number of students, release time, and major activities.

EXTERNAL ACTIVITIES (clearly identify those contributions (in all categories) that are subsequent to when you were hired or to your last successful promotion or tenure proceedings at NPS.)

1. External Teaching Activities

a. Courses presented at other universities, installations, etc.

b. Course materials used at other universities, title, and number of places used.

c. Other significant products used externally for instruction, such as computer-aided instruction case studies, laboratory experiments, computer design/graphics products, etc.

d. Short course initiation, coordination and participation. Include hours of instruction, where offered, when offered, evaluation results by course sponsors and attendees, and a summary statement of the responsibility of candidate.

e. Distance Learning course initiation, coordination and participation. Include hours of instruction, where offered, when offered, evaluation results by course sponsors and attendees, and a summary statement of the responsibility of candidate.

[Note: The DEC should make efforts to obtain critical external evaluation of any external instruction products in the above subsections.]

2. External Research Activities

a. Summary of **externally** funded research projects (list only research projects on which you are the PI or Co-PI)

b. Products distributed outside NPS. Chronological list of items segregated into following categories:

- (i) books (do not include material submitted but not yet accepted)
- (ii) chapters in books (do not include material submitted but not yet accepted)
- (iii) refereed journal papers/cases (do not include material submitted but not yet accepted)
- (iv) non-refereed journal papers/cases
- (v) refereed conference papers (do not include material submitted but not yet accepted)
- (vi) invited conference papers
- (vii) presentations
- (viii) refereed technical reports
- (ix) non-refereed technical reports
- (x) published computer programs
- (xi) book reviews
- (xii) other (please identify categories)

For each item, indicate the nature of the review/refereeing process and include a complete citation with author and co-author(s), title, journal name, volume number, date, and pages, as appropriate. (Sequentially number all publications for reference purposes in other portions of this document.)

c. Reviews or other indicators of quality or significance of items listed in (a).

[Note: A broad range of products is accepted as personal scholarly productivity, but it is crucial that creditable experts outside NPS judge the quality of the work. Methodologies for doing so are described in the report on measuring faculty productivity (1).]

3. External Professional and Service Activities (Indicate membership, leadership role, nature of service and accomplishments.)

a. Navy/DoD Activity. List any contributions to the mission of the Navy and Marine Corps, or to other DOD

activities, including consulting, workshops, and advisory boards, or temporary assignments to operational units, systems commands, laboratories or headquarters.

b. External Professional Activities. Professional societies, industrial or academic consulting, workshops/conferences/sessions organized (including dates, place, faculty member's role), paper discussant, seminars, etc.

c. Other external service activities, including community service.

[Note: A broad range of products is accepted as evidence of external professional and service activities. When the candidate claims a major impact for the activity, it is required that experts outside NPS judge the quality of the work. Methodologies for doing so are described in the report on measuring faculty productivity.¹]

¹ The Powers Report

FACULTY ACTIVITY CHECKLIST
(Intended to be used as a memory jogger)

ACTIVITIES RELATED TO TEACHING:

- New courses you have created
- Existing courses you redesigned
- Thesis/dissertation committees on which you served
- Students you have taught individually in independent or directed studies
- Students who have co-authored a journal article or book chapter with you
- Students who have co-presented a paper at a professional meeting with you

ACTIVITIES RELATED TO SCHOLARSHIP:

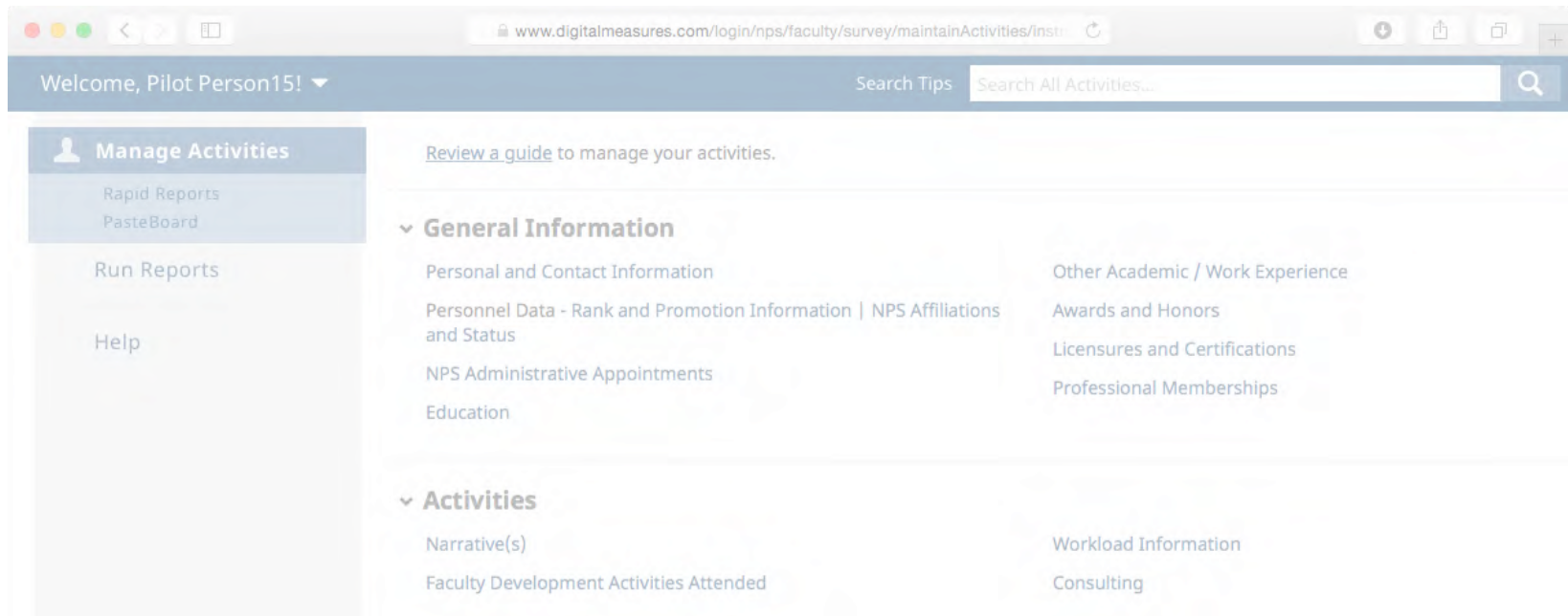
- Print or electronic refereed journal articles, book chapters, and creative works you have published
- Print or electronic non-refereed journal articles, book chapters, and creative works you have published
- Single-author or join-author books or monographs you have written and have had published by an academic or commercial press
- Manuscripts (e.g., journal articles, books) you have submitted to publishers
- Books, collections, and monographs you have edited
- Books, journal articles, and manuscripts you have reviewed and formally submitted
- Editorial positions you held
- Briefings to sponsors
- Digital programs or development of applications and items for technology transfer (e.g., software development, web-based learning modules) you designed related to your field of expertise
- Provisional or issued patents registered in your name
- Works in progress (e.g., journal articles)
- Invitations you have received to present a professional talk
- Formal presentations you have made at state, regional, national, and international professional meetings
- External and internal grant, contract, and scholarly fellowship proposals you have submitted
- New external grants, contracts, and scholarly fellowships which have been formally awarded to you or NPS on your behalf

ACTIVITIES RELATED TO SERVICE:

- Activities related to service in your institution (e.g., faculty council, faculty committees, search committees, peer mentoring, recruiting efforts, reappointment committees, promotion/tenure committees, student activity advisor, other student activity involvement) in which you have engaged

- Outreach activities related to your field of expertise (e.g., community workshops, invited talks to community groups, seminars, lectures, demonstrations) in which you have engaged
- Activities related to your profession (e.g., service on a regional or national committee, service on a self-study visitation team for another institution) in which you have engaged
- Grant proposals you have reviewed related to your field of expertise
- Positions in professional associations where you held a leadership role (e.g., elected officer, committee chairperson, conference chair

Faculty Activity and Information Reporting System (FAIRS)



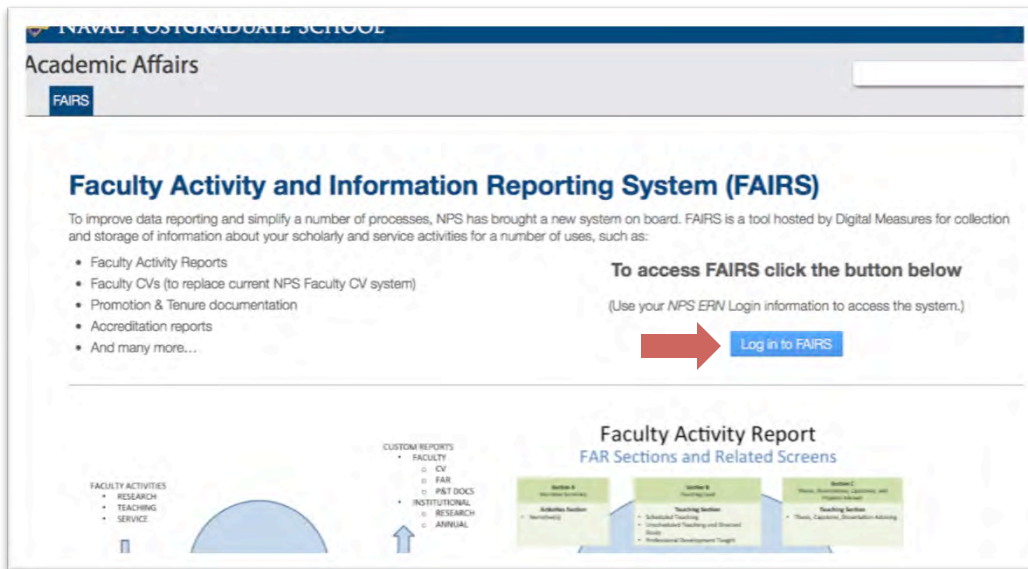
What's in this guide?

- Let's get started!
 - [Logging in](#)
- What should I do first?
 - [User Interface](#)
 - [Running Rapid Reports](#)
- Faculty Activity Report
 - [FAR Sections and Related Screens](#)
- FAR Sections
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Let's get started!

Logging in

- Log in instructions:
 - Go to: <https://my.nps.edu/web/academic-affairs/fairs>
(Or you can go to FAIRS directly at: <https://www.digitalmeasures.com/login/nps/faculty/>)

A screenshot of the 'Login to Digital Measures' page. It features a 'Username' field, a 'Password' field, and a 'Login' button. There are links for 'Forgot your password?' and 'Need Help?'. A checkbox for 'Don't Remember Login' is also present.

- 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.

The screenshot shows the Digital Measures Activities home screen. The top navigation bar includes a welcome message 'Welcome, Pilot Person15!', a search bar 'Search All Activities...', and a 'Manage Activities' dropdown menu. The main content area is divided into sections: 'General Information' (Personal and Contact Information, Personnel Data - Rank and Promotion Information | NPS Affiliations and Status, NPS Administrative Appointments, Education, Other Academic / Work Experience, Awards and Honors, Licensures and Certifications, Professional Memberships), 'Activities' (Narrative(s), Faculty Development Activities Attended, Workload Information, Consulting), 'Teaching' (Scheduled Teaching, Unscheduled Teaching and Directed Study, Thesis, Capstone, Dissertation Advising, Executive Education/Professional Development (Short Courses other Non-Credit Instruction)), 'Scholarship/Research' (Sponsored Activity (Research, Education, Professional Development, Other Sponsored Activity), Unsponsored Research and Scholarly Activity, Presentations, Intellectual Contributions (Printed Works), Intellectual Property (e.g., copyrights, patents)), and 'Service' (Internal (NPS), External (Professional and Other University), External (Public)).

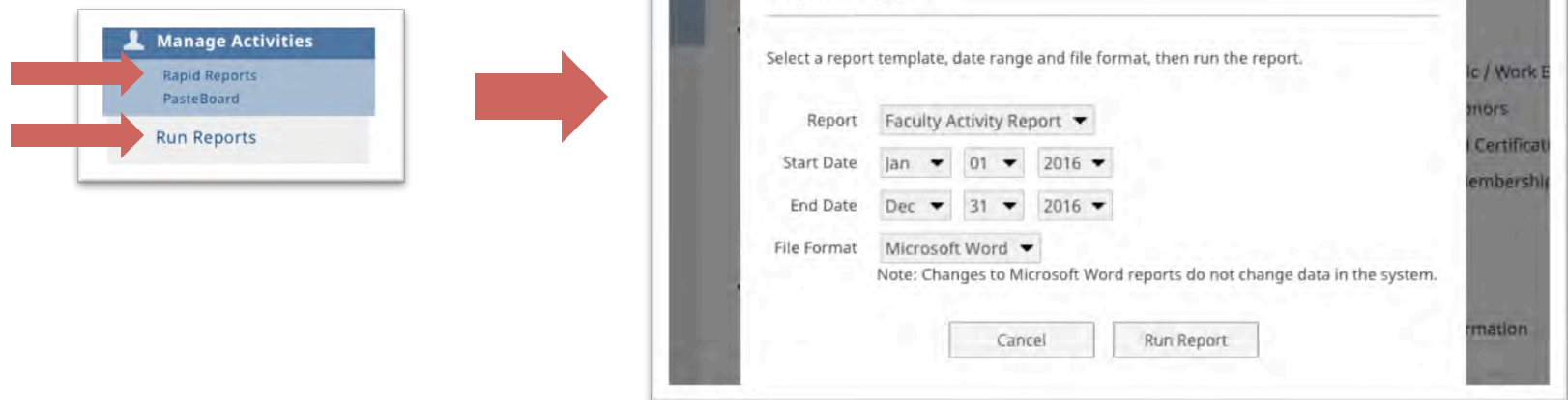
Annotations with red arrows point to the following elements:

- Name of User you are logged in as.** Points to the 'Welcome, Pilot Person15!' text in the top navigation bar.
- Manage your information and run reports.** Points to the 'Manage Activities' dropdown menu in the top navigation bar.
- Send email help request to FAIRS Ombudsman.** Points to the 'Help' link in the left sidebar.
- Data entry screen links.** A large red bracket on the right side of the screen groups the 'General Information', 'Activities', 'Teaching', 'Scholarship/Research', and 'Service' sections.

What should I do first? (cont.)

Running Rapid Reports

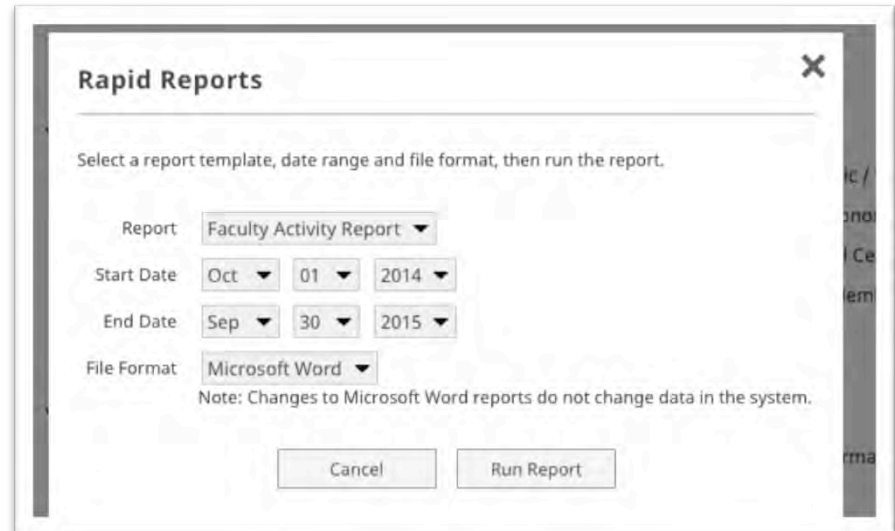
- Once you are familiar with the interface, you should run your Faculty Activity Report. This will help you see what has been filled in for you already.
- You can choose either “Rapid Reports” OR “Run Reports” to do this. The example below used Rapid Reports.



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.



For the Academic Year 2015 Faculty Activity Report select the following:

Start Date: [October 1, 2014](#)

End Date: [September 30, 2015](#)

Then select the [file format](#) you would like to receive.

Last, click "[Run Report.](#)"

Faculty Activity Report

FAR Sections and Related Screens

Section Name	Related Screens
Header Information	<ul style="list-style-type: none"> • Personal and Contact Information • Rank and Promotion Information • NPS Affiliations and Status
A. Narrative Summary	<ul style="list-style-type: none"> • Narrative(s)
B. Teaching Load	<ul style="list-style-type: none"> • Scheduled Teaching • Unscheduled Teaching and Directed Study • Executive Education/Professional Development Taught (Short Courses or other Non-Credit Instruction)
C. These, Dissertations, Capstones, and Projects Advised	<ul style="list-style-type: none"> • Thesis, Capstone, Dissertation Advising
D. Research Summaries	<ul style="list-style-type: none"> • Sponsored Activity (Research, Education, Professional Development, Other Sponsored Activity) • Unsponsored Research and Scholarly Activity
E. Intellectual Contributions and Presentations	<ul style="list-style-type: none"> • Intellectual Contributions (Printed Works) • Presentations
F. Awards and Honors	<ul style="list-style-type: none"> • Awards and Honors
G. Institutional Service	<ul style="list-style-type: none"> • NPS Administrative Appointments • Internal (NPS)
H. Professional and Public Service	<ul style="list-style-type: none"> • External (Professional and Other University) • External (Public)

How do I complete my FAR?

Header Information

The header information on your FAR is populated through three different screens. Some information is editable on these screens. But if you find any locked fields need to be changed, contact Academic Planning at academicplanning@nps.edu.

- **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)

How do I complete my FAR? (cont.)

Section A – Narrative Summary

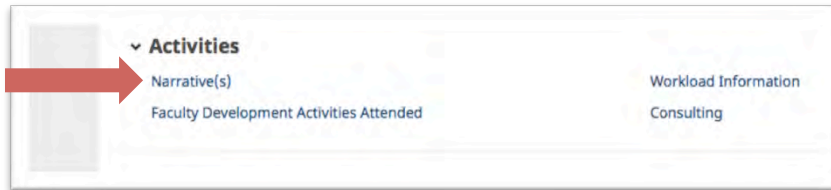
Your Narrative Summary is entered by each faculty member highlighting her/his most significant activities or accomplishments during the Academic Year. Most faculty members will see a single text box after the first two questions, while GSBPP faculty will see three different text boxes that will focus on specific aspects of her/his activities.

As part of the change in NPS Public Release Policy, you will need to attest that you have taken the most recent Public Release training each Academic Year.

- **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

How do I complete my FAR? (cont.)

Section A – Narrative Summary



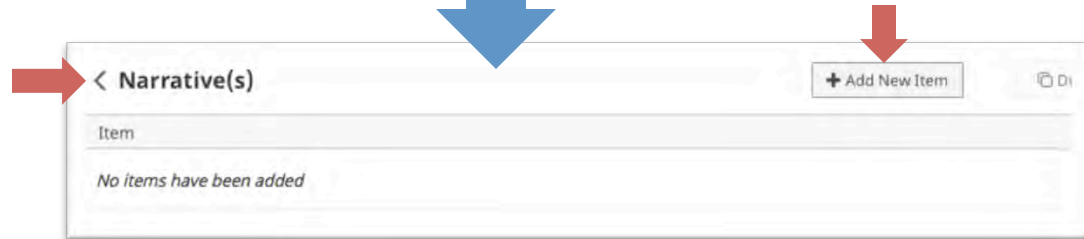
▼ Activities

- Narrative(s)
- Faculty Development Activities Attended

Workload Information
Consulting

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.

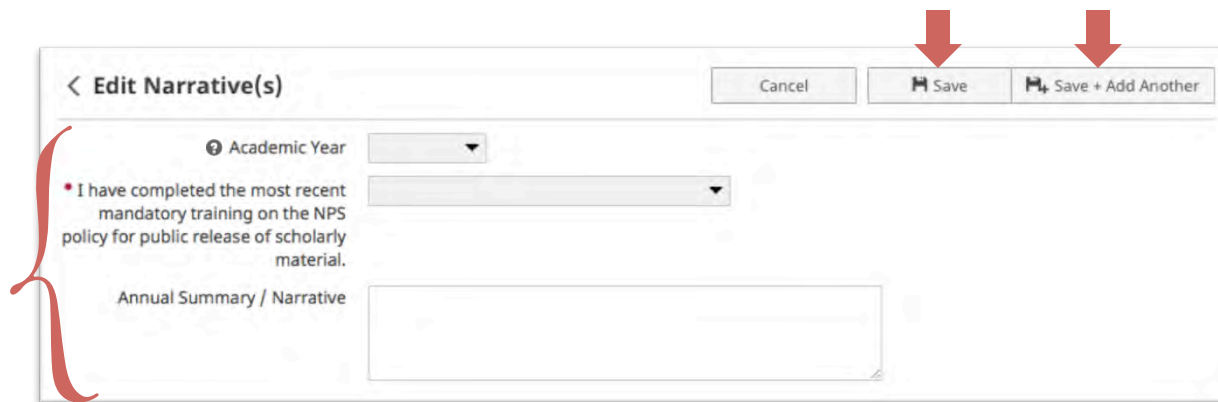


< Narrative(s)

+ Add New Item

Item

No items have been added



< Edit Narrative(s)

Cancel Save Save + Add Another

Academic Year

I have completed the most recent mandatory training on the NPS policy for public release of scholarly material.

Annual Summary / Narrative

3. Complete the fields on the screen, 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.)

Section B – Teaching Load

Your Teaching Load section uses three different screens. Two screens will need to be reviewed, and any extra information added, while the final screen is user entered when applicable.

- **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
 - **Executive Education and 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

How do I complete my FAR? (cont.)

Section B – Teaching Load



Teaching Load pulls from three different screens:

- **Scheduled Teaching**
- **Unscheduled Teaching and Directed Study**
- **Executive Education/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.)

Section B – Teaching Load

Teaching

- Scheduled Teaching
- Unscheduled Teaching and Directed Study

Thesis, Capstone, Dissertation Advising

Executive Education/Professional Development (Short Courses or other Non-Credit Instruction)

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

2. Click the “**Add New Item**” button.

Executive Education/Professional Development (Short Courses or other Non-Credit Instruction)

+ Add New Item Duplicate

Item

No Items have been added

Edit Executive Education/Professional Development (Short Courses or other Non-Credit Instruction)

Cancel Save Save + Add Another

* Instruction Format

Explanation of "Other"

Type

School (in which the course is taught)

Department (in which the course is taught)

Course Title

Audience

Sponsoring Organization

Description

* Classroom Contact Hours

Delivery Method

State of Instruction

Country of Instruction

Total Number of Students

* Start Date

* End Date

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.)

Section C – Theses, Dissertations, Capstones and Projects Advised

This section is populated from Python. You can review and add more information where necessary.

- **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

How do I complete my FAR? (cont.)

Section C – Theses, Dissertations, Capstones and Projects Advised



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.)

Section D – Research Summaries

Your Sponsored Research and Scholarly Activities are brought over from the NPS Research Portal. This portal contains all Research, Education, Professional Development, and Other Sponsored Activities that you were the PI or a Co-I on. If any information is missing or should not be included in FAIRS, please contact the Research and Sponsored Programs Office at research@nps.edu.

In the future, we hope to bring updated information from FAIRS back into the the NPS Research Portal to improve our faculty expertise searches. Sharing information will assist the Research Office with locating subject mater experts when requests from potential sponsors come in.

- **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)
 - **Un-sponsored Research Activity**
 - *Purpose:* List of any unfunded work performed during the last academic year.
 - *Screen:* Scholarship/Research – Un-sponsored Research and Scholarly Activity
 - *Data Origin:* User Provided
 - *Data Contact:* N/A

How do I complete my FAR? (cont.)

Section D – Research Summaries



Sponsored Activities are brought in through the NPS Research Portal which is managed by the Research and Sponsored Programs Office (RSPO). Information should be limited to Unclassified/Unrestricted projects only. Do not list any classified or controlled work in this 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 update accordingly. If any information needs to be added or removed from FAIRS (or the Research Portal), contact the RSPO.

How do I complete my FAR? (cont.)

Section D – Research Summaries

1. Click on the “Un-sponsored Research...” 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.

Attachment 3

How do I complete my FAR? (cont.)

Section E – Intellectual Contributions and Presentations

The FAIRS implementation team, in conjunction with the Library, has made an initial attempt to include publications from the NPS Institutional Repository, Calhoun. Not all publications have been added, but we hope that we have added enough for you to understand how to enter and update information in this section. You will need to attest to applying the Public Release training information to each publication since the policy was put into effect. You can also indicate if you want publications to be shared to your vitae when the Faculty Vitae system is updated in the future and fed from FAIRS.

- **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

How do I complete my FAR? (cont.)

Section E – Intellectual Contributions and Presentations

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.

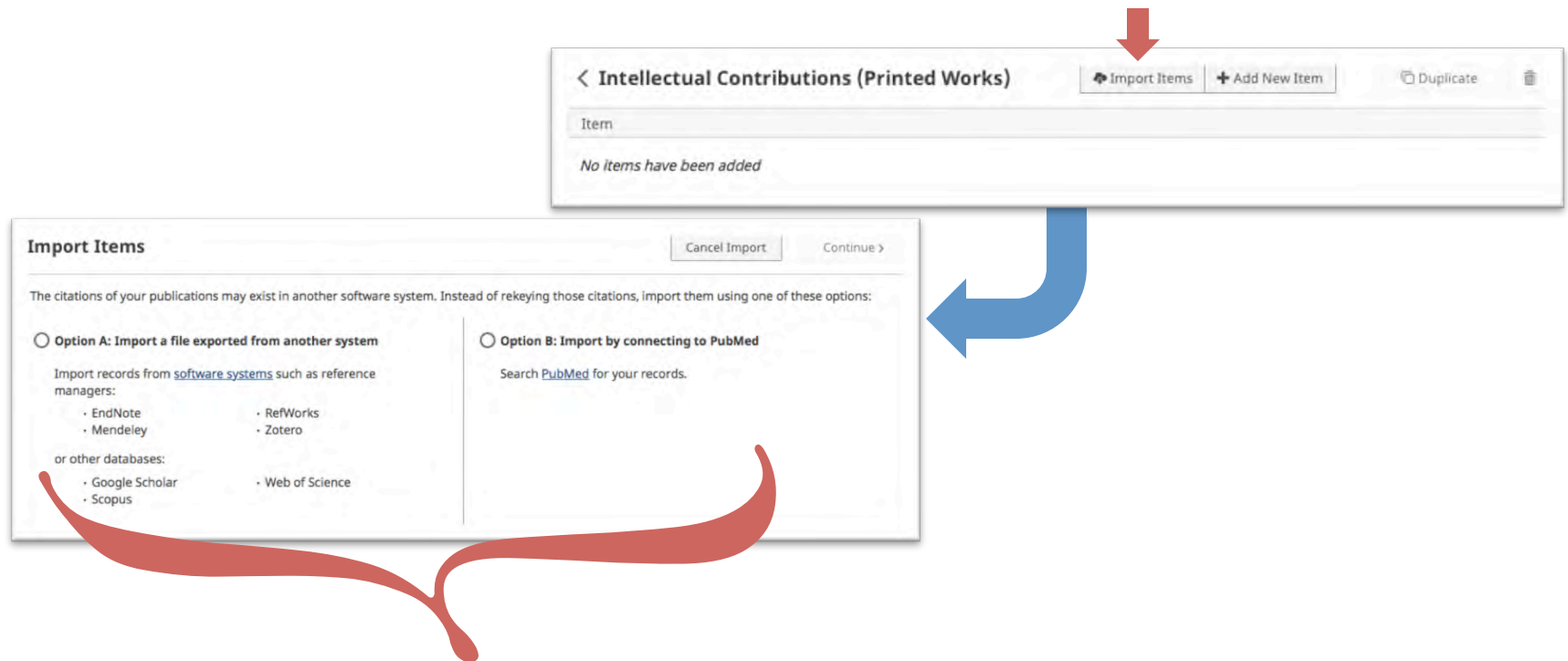
When done click “**Save**” or “**Save + Add Another**” to finish the record.

Attachment 3

How do I complete my FAR? (cont.)

Section E – Intellectual Contributions and Presentations

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.)

Section E – Intellectual Contributions and 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.

Attachment 3

How do I complete my FAR? (cont.)

Section F – Awards and Honors

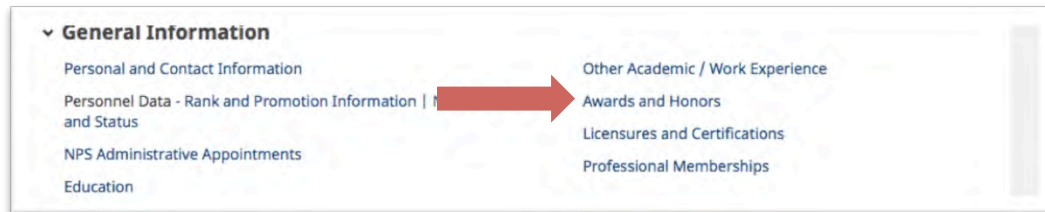
An initial upload of information was made for any faculty members who have listed awards and honors on their Faculty Vitae. You may enter any awards or honors that you may have received during the Academic Year or edit those that have been added already. You can also indicate if you want publications to be shared to your vitae when the Faculty Vitae system is updated in the future and fed from FAIRS.

- **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

How do I complete my FAR? (cont.)

Section F – Awards and Honors



General Information

- Personal and Contact Information
- Personnel Data - Rank and Promotion Information | **Awards and Honors**
- NPS Administrative Appointments
- Education

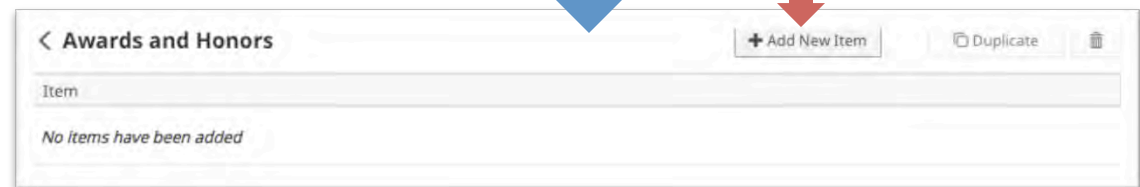
Other Academic / Work Experience

Licensures and Certifications

Professional Memberships

1. Click on the “**Awards and Honors**” link.

2. Click the “**Add New Item**” button.



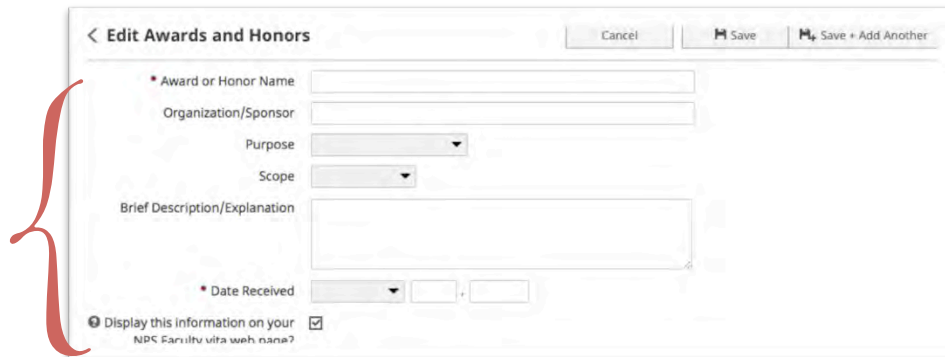
< Awards and Honors

+ Add New Item Duplicate

Item

No items have been added

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.



< Edit Awards and Honors

Cancel Save Save + Add Another

Award or Honor Name

Organization/Sponsor

Purpose

Scope

Brief Description/Explanation

Date Received

Display this information on your NPS Faculty vita web page?

When done click “**Save**” or “**Save + Add Another**” to finish the record.

How do I complete my FAR? (cont.)

Section G – Institutional Service

This section is fed from two different screens. NPS Administrative Appointments are fed by Academic Planning, but also allow you to enter other appointments that they do not track. Internal Service allows you to list any councils, boards, or other services that you perform for NPS. You can also indicate if you want publications to be shared to your vitae when the Faculty Vitae system is updated in the future and fed from FAIRS.

- **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)

- **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

How do I complete my FAR? (cont.)

Section G – Institutional Service

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.

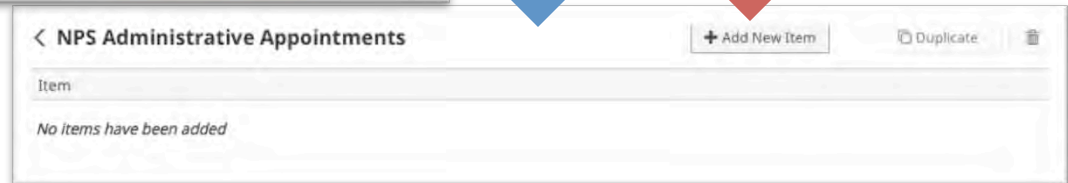


General Information

- Personal and Contact Information
- Personnel Data - Rank and Promotion Information | NPS Affiliations and Status
- NPS Administrative Appointments**
- Education
- Other Academic / Work Experience
- Awards and Honors
- Licensures and Certifications
- Professional Memberships

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

2. Click the “**Add New Item**” button.

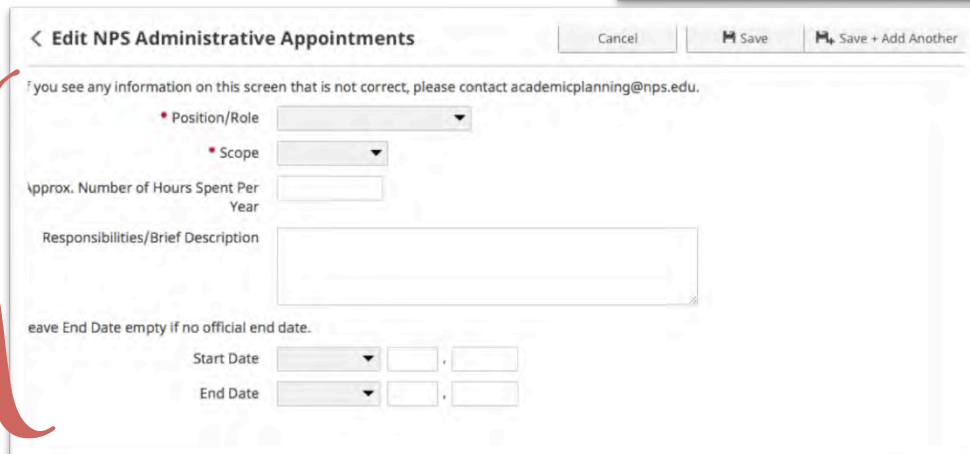


< NPS Administrative Appointments

+ Add New Item Duplicate

Item

No items have been added



< Edit NPS Administrative Appointments

Cancel Save Save + Add Another

If you see any information on this screen that is not correct, please contact academicplanning@nps.edu.

Position/Role

Scope

Approx. Number of Hours Spent Per Year

Responsibilities/Brief Description

Leave End Date empty if no official end date.

Start Date

End Date

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.)

Section G – Institutional Service

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.

How do I complete my FAR? (cont.)

Section H – Professional and Public Service

Some Professional and Public Service has been brought in from the Faculty Vitae System. Otherwise, these two screens will be entered by you when necessary. You can also indicate if you want publications to be shared to your vitae when the Faculty Vitae system is updated in the future and fed from FAIRS.

- **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? (cont.)

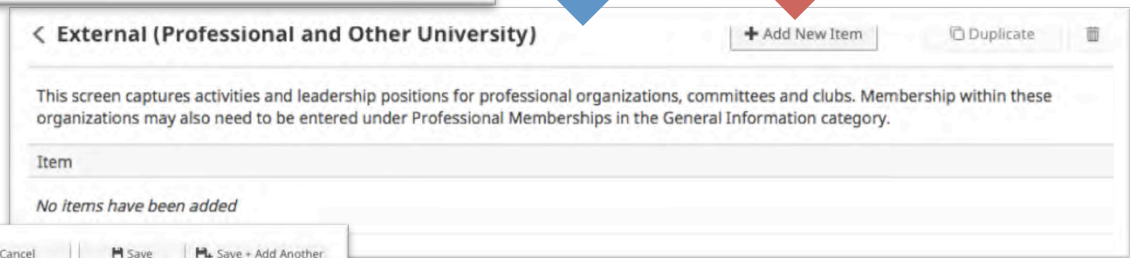
Section H – Professional and Public Service



A screenshot of a web interface showing a dropdown menu for 'Service'. The menu is open, displaying three options: 'Internal (NPS)', 'External (Public)', and 'External (Professional and Other University)'. A red arrow points to the 'External (Professional and Other University)' option.

1. Click on the “**External (Professional and Other University)**” link.

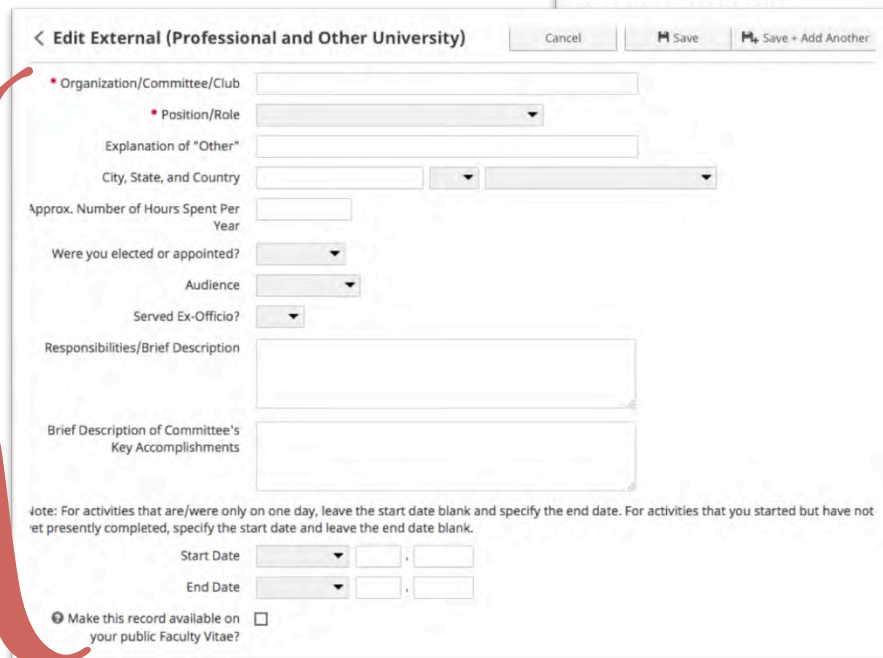
2. Click the “**Add New Item**” button.



A screenshot of the 'External (Professional and Other University)' page. The page has a title bar with a back arrow, the title '< External (Professional and Other University)', and buttons for '+ Add New Item', 'Duplicate', and a trash icon. Below the title bar is a text area stating: 'This screen captures activities and leadership positions for professional organizations, committees and clubs. Membership within these organizations may also need to be entered under Professional Memberships in the General Information category.' Below this is a table with one column labeled 'Item'. The table is empty, and a message at the bottom says 'No items have been added'.

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.

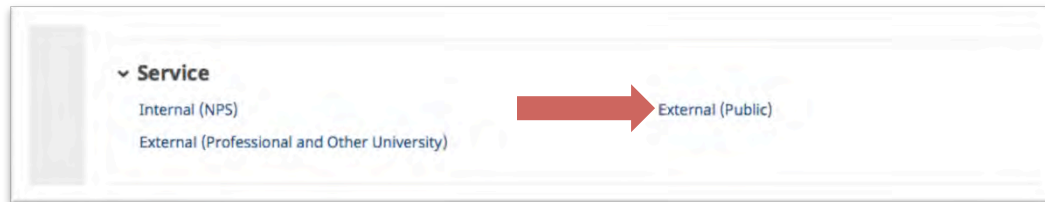
When done click “**Save**” or “**Save + Add Another**” to finish the record.



A screenshot of the 'Edit External (Professional and Other University)' form. The form has a title bar with a back arrow, the title '< Edit External (Professional and Other University)', and buttons for 'Cancel', 'Save', and 'Save + Add Another'. The form contains several fields: 'Organization/Committee/Club' (text input), 'Position/Role' (dropdown), 'Explanation of "Other"' (text input), 'City, State, and Country' (text input with dropdowns for state and country), 'Approx. Number of Hours Spent Per Year' (text input), 'Were you elected or appointed?' (dropdown), 'Audience' (dropdown), 'Served Ex-Officio?' (dropdown), 'Responsibilities/Brief Description' (text area), and 'Brief Description of Committee's Key Accomplishments' (text area). At the bottom, there is a note: 'Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.' Below the note are 'Start Date' and 'End Date' fields, each with a dropdown for the month and a text input for the day. At the very bottom, there is a checkbox labeled 'Make this record available on your public Faculty Vitae?'.

How do I complete my FAR? (cont.)

Section H – Professional and Public Service

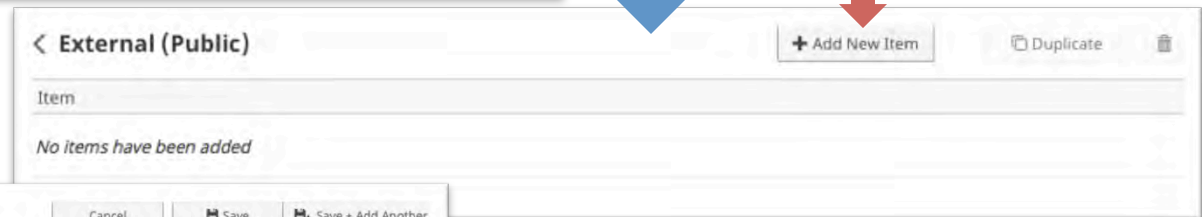


▼ Service

- Internal (NPS)
- External (Professional and Other University)
- External (Public)

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

2. Click the “**Add New Item**” button.

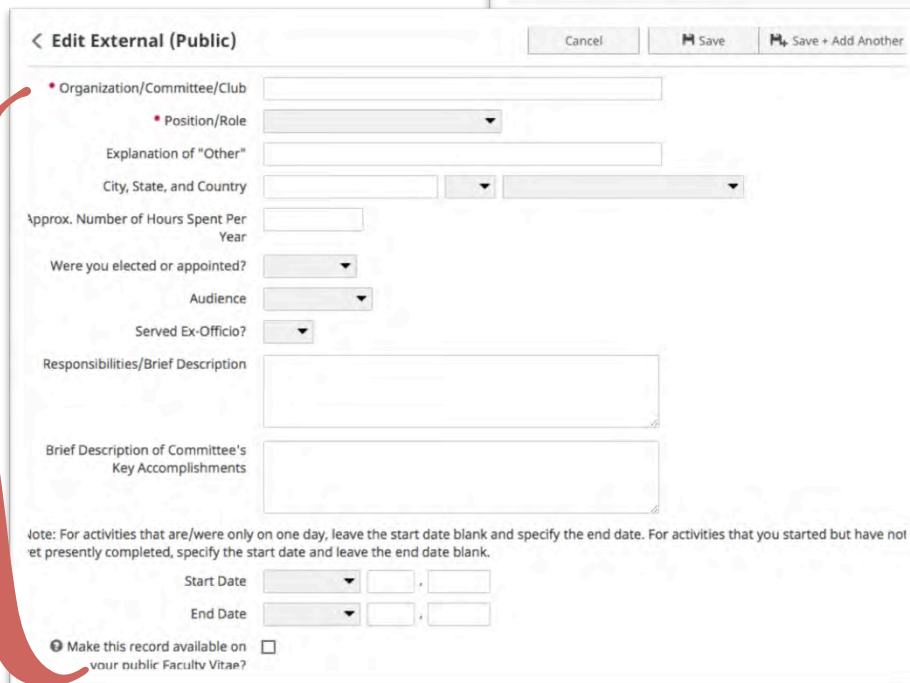


< External (Public)

+ Add New Item Duplicate

Item

No items have been added



< Edit External (Public)

Cancel Save Save + Add Another

* Organization/Committee/Club

* Position/Role

Explanation of “Other”

City, State, and Country

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Audience

Served Ex-Officio?

Responsibilities/Brief Description

Brief Description of Committee's Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

End Date

Make this record available on your public Faculty Vitae?

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.)

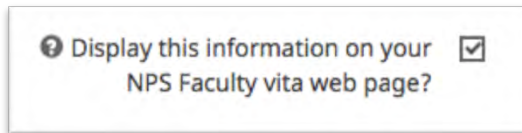
Running the Report

- Once you have finished adding/updating all of the information required for your FAR, follow the steps on pages 5-6 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.

How do I complete my FAR? (cont.)

NPS Faculty Vitae and NPS Portal Fields

- You may have noticed two checkboxes at the bottom of various screens.

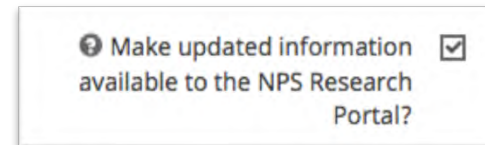


☒ Display this information on your
NPS Faculty vita web page?

In the future, we will be using FAIRS to manage our Faculty Curriculum Vitae (CV) system (currently managed by RSPO). This change will allow you to self manage what information is added to your CV directly through FAIRS.

To prepare for this eventual change, we have added this field to FAIRS so you can begin planning the look of your public CV information.

Check this box if you wish to include the record on your public CV in the future.



☒ Make updated information
available to the NPS Research
Portal?

In the future, we plan to connect FAIRS with the new NPS Research Portal hosted on the RSPO website. This portal contains basic information about your sponsored projects.

The RSPO would like to update this information as your project progresses by copying updates to the abstract, co-investigators, etc. back to the NPS Research Portal.

Check this box if you wish to provide the record updates to the NPS Research Portal in the future.

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!