FACULTY OF AGRICULTURAL, LIFE AND ENVIRONMENTAL SCIENCES[1]

2018 FACULTY ANNUAL REPORT USER GUIDE

Please submit your 2018 Annual Report using the instructions below

Please submit your annual report by the dates provided by your Department.

Important Documents & Links:

On-Line Faculty Annual Report Form - please login with your CCID and password;

FAR User Guide - IST user guide for the technical aspects of the FAR form;

ALES Faculty Annual Report User Guide – our Faculty's guidance for the completion of the Annual Report (i.e., this document);

ALES Faculty Evaluation Guidelines (2016 version)

Conflict of Interest/Commitment Disclosure Form

U of A FEC Reference Manual

General Information

1. The new on-line Faculty Annual Report (FAR) is being implemented in a staged roll-out across campus; ALES is participating in this second year of the FAR roll-out.
2. The staged roll-out of FAR is led by the Provost's office, in partnership with Information Services & Technology (IST); feedback about the use of the new FAR will be important to improve its eventual cross-campus full implementation; feedback is encouraged and can be provided directly to IST, or through our ALES FEC or administration.
3. The goals of the FAR project are to streamline the annual reporting process; reduce administrative burden; enhance accuracy and consistency in annual reporting amongst Faculties across campus, and to allow accumulation of consistently reported information about faculty activities at all administrative levels.
4. The new FAR also provides for direct electronic communication regarding annual reports and archiving of annual reports, recommendation and decision letters related to merit increments.
5. Applications and review for tenure, promotion and sabbatical requests will continue to be carried out under traditional processes (i.e., not on-line).
6. Please review this User Guide and the on-line FAR User Guide for details on how to complete your annual report and how the system works for the Department Chair, FEC Chair and FEC Members.

[1] This guide is based on the guide prepared by Dr. Jeff Johnson for the School of Public Health, University of Alberta. Thanks to Dr. Johnson for permission to use his guide as the basis for the ALES document.

7. Once you log in and arrive at the main Annual Report page, you can navigate to each section by clicking on the heading, and can return to the main page by using the "Back" button at the top left of each page.
8. A number of sections will automatically import information from external sources. This includes journal papers, books and chapters from Scopus and Web of Science, and courses taught from Beartracks. Once information is imported, you should double-check to ensure accuracy, and you may wish, or be required, to add information in specific fields (e.g. description of your contribution to journal papers or identification of graduate students as authors in publications).
9. Many of the sections contain information that will be carried forward from year to year, including graduate student supervision/advising, supervisory committees, and funding. In future, additional information may be considered for carry over from year to year (e.g., service on committees; Administrative positions); feedback on these elements would be helpful.
10. Some fields have an "information" icon (an "i" in a green circle beside the title of the field that appears when editing a section) and "tool tips" with additional information. If you hold the cursor over the information icon, brief guidance will appear. For example, in the Personal Information section, if you hover the cursor over the information icon next to "Rank Hired", the following information appears: "What was your starting rank at U of A".
11. Each section has **required fields**, indicated by small (tiny!) red asterisks – if these required fields are left blank, that section will be considered incomplete and will not be included in your downloaded or submitted annual report; error messages may or may not be generated for all required fields. If you notice any element marked as "**Incomplete**", double-check to make sure all required fields have an entry; for some required text fields, we have suggested common terms for you to consider (e.g., authorship for contribution to published papers) that will be helpful by ensuring greater consistency among Annual Reports.
12. Some fields have standardized formatting rules, which may, in some cases, result in an error message being generated before elements can be saved;
    a. Names should be entered using this format: LASTNAME, Firstname;
    b. Dates can be entered with the pop-up calendars;
    c. Numeric fields (e.g., funding amounts) cannot include punctuation or symbols (i.e., no %, $ or commas).
13. Additional materials that you would like to add to your annual report can be appended as **Attachments** in the final section of the annual report; these can be in any transportable format (e.g., Word, Excel, PDF). But please consult your Department Chair regarding which materials to append, if any.
14. **WE SUGGEST YOU HAVE A COPY OF THE FACULTY EVALUATION GUIDELINES AVAILABLE** when you add information to the FAR form. The online FAR form reports on the indicators as described in the Faculty Guidelines. The Faculty Guidelines are essential for you to understand which information is appropriate for which fields and text boxes.

15. **The REVIEW PERIOD (Year in Review) is JANUARY 1, 2018 to June 30, 2018.** Only include activities undertaken and outputs produced during the year in review; in certain specified fields you can report on activities spanning multiple years.
16. You can check your work as you progress by clicking the "**Download Report**" tab from the top of the main page. This will create and download a PDF version of your annual report; **it will not submit your report**.
17. Once you are satisfied with your annual report, click the "**Submit to Chair**" tab at the top of the main page. Your report will be sent directly to your Department Chair. Once you submit, your annual report will be locked, and you will no longer be able to edit your report until the Department Chair reviews it. IF YOU MISTAKENLY SUBMIT YOUR REPORT – DON'T PANIC. Simply let the Department Chair know and they can return it to you; when the report is returned to you, an email will also be sent to alert you. In some cases the Department Chair may delegate an individual (e.g. Department APO) to assist in this process.
18. Once your annual report has been submitted to the Department Chair they can review it and suggest revisions, if necessary, in which case your annual report can be returned to you for further edits before finalizing and resubmitting to the Department Chair. An email will be sent to alert you if your Chair returns your Annual Report to you.
19. The FAR system imposes a hard deadline for the Department Chair to submit all annual reports for FEC review, after which annual reports can no longer be edited. Your Chair's summary and assessment will be provided to you as an attachment or email.

Specific Guidance for the Completion of the ALES Faculty Annual Report

Executive Summary

- This required text field (*up to 1000 characters*) provides you with an opportunity to highlight what you feel were your main accomplishments in any or all of the reporting categories in the year under review, and your primary goals in any or all of the reporting categories for the coming year;
- You might consider using two headings: ***Main Accomplishments*** and ***Goals for Next Year***;
- You might consider preparing this text in a Word or Google doc format and cut and paste into this text field, so that you can save this information separately, and for future reference, as it will not be carried forward to next year's annual report form.

This section of the report was the last question in our previous forms ("6. BRIEFLY REFLECT ON YOUR MOST SIGNIFICANT CONTRIBUTIONS IN TEACHING, RESEARCH AND/OR SERVICE DURING THE YEAR OF EVALUATION").

Personal

Personal Information

- Name should be entered using this format: LASTNAME, Firstname
- You will be required to enter at least 3 (and up to 10) Research Keywords; these are to be self-nominated (e.g. there is no predetermined list), so you can use terms that you feel best describe your areas of interest and expertise in scholarly activities; the Faculty and the University can use these keywords to identify areas of interest and expertise among the faculty staff.

Workload / Job Description

- Under workload/job description, enter the % distribution for your position during the year under review; total of all fields must be 100; enter 0 (zero) for fields that do not apply to your position. This should be the standard 40:40:20 (Research:Teaching:Service) unless you have a specific agreement for a different weighting.

Teaching

Undergraduate / Graduate Courses Taught

- The first section "Undergrad/Graduate Course(s) Taught" is for information about courses for which you are a registered primary instructor, and will be automatically uploaded from Beartracks; if any of the uploaded information about your courses is incorrect, or records are missing, you can request changes through the system by using the icons in the upper right corner of the course listing field; courses can also be added manually, if necessary. If information on lab sections that you are involved in is not included, please include discussion of the labs, including whether you teach the labs, in the comments section.
- If you co-teach a course, you must be registered as such in PeopleSoft; please indicate in the Comments text field your role as a co-instructor; If you are not registered in PeopleSoft as a co-

instructor then please manually add the course and fill in the information. Note your co-instructor status in the comments.

- Student evaluations of teaching (i.e., USRI) reports are not automatically imported in the current FAR project; please report the overall **Course Evaluation Score** and **Instructor Evaluation Score**, if available to you, in the Comments text field for each course taught as primary instructor; Please note that FEC members will also be provided with a summary of all available Course and Instructor Evaluation Scores;
- In the Comments section please include any additional information, including whether you teach the labs. This corresponds to section 1.1.3 in our old form:
    - *1.1.3. Outline unusual responsibilities (for example, field trips, remedial sessions) for courses listed in section 1.1.1. In particular, if there was an experiential learning component (for example, internship community service, exchange, inquiry-based learning) to the course, indicate this. The nature of your involvement in courses listed in section 1.1.2. should also be indicated below. Include here any involvement in ALES international student engagement programs and any new international teaching collaboration.*
- If you have shared responsibility but coordinate the course indicate this in the Comments section.
- Comments on activities to improve teaching in individual courses, or other course related comments should **not** be included in this section but in the section "Activities Undertaken to Improve Teaching" (see below).
- If you are not a primary instructor, but have contributed to a course (e.g., provided one or more lectures), you would enter that information in the "Contribution to Other Courses" section;
- Contribution to Other Classes: Include participation in other courses for which you are not the primary instructor (or shared instructor). Include contact hours. If you did not contribute to other classes do not complete any fields in this section.

Graduate Supervision

- For graduate student supervision (i.e., thesis-based MSc or PhD) you are required to indicate frequency of meetings with the student and the supervisory committee meetings. If these are not applicable (e.g. student just starting program), please include such an explanation.
- For course-based MSc / MA / MAg students please report on all applicable fields. If a field is not applicable please indicate N/A. If the student has completed the project course – please indicate that in the Milestones section.
- For graduate students who have completed their degree in the reporting period please list full citations of theses completed under your supervision (student name, year, title, degree, pages)

Post Doctoral Fellow Supervision

- Please complete a short report for each Post Doctoral fellow that you supervise.

Graduate Examining/Supervisory Committees

- Please include the name of the student and supervisor and the department, faculty, university. You are asked to indicate the number of committee meetings during the year in review. Please provide this information, as relevant to your role, and describe your role on the committee: member of supervisory committee, arm's-length examiner, or examination committee chair. If the student has not completed the program, please do not fill in the box "End Date".

Activities Undertaken to Improve Teaching.

- The section "Activities Undertaken to Improve Teaching" allows for a brief (*500 character*) reflection on such activities. If you are using self-evaluation of teaching please provide an outline of the goals of the course taught, the methods of evaluation used, evidence used to evaluate whether goals were met and outline and any changes to be made to the course. This section would also be an appropriate place to report on recent peer-review of teaching; any additional materials or reports from these activities can be appended under the **Attachments** section at the bottom of the Annual Report form. **Please complete at most one formal and one informal description of activities to improve teaching. Formal includes specific courses taken to improve teaching or peer-review of your teaching.**

Other Teaching Activities

- Please describe any other teaching or teaching related activities (e.g. judging a poster session for another course). Use only one text box.

Research and Creative Output

- "Journal Papers", "Book Chapters" and "Books" sections can automatically import such research outputs from Scopus and Web of Science (WoS); your published papers will be identified by your Author ID in those external sources, based on your name and affiliation with the University of Alberta, and published (with page numbers or a DOI / ePublished) during the year in review (Jan 1 to June 30 for this report; Jan 1 to Dec 31 normally); in this way, the inclusion of published papers during the year in review is exactly the same for all faculty;
- Papers not included in Scopus or the Web of Science can be manually included.
- Elements that are required fields, but are not relevant to your paper or publication, can be filled in with N/A.
- In this first year of using FAR, you may want to reconcile your list of journal papers against your annual report from last year to confirm that no published journal papers are missed, nor are any 'double-counted'; please only include those outputs that were made publicly available in the reporting period – published or e-published ahead of print (i.e., received a doi); do not include outputs that are submitted, under review, or in press; **Note that this is a change from previous FEC practice – page numbers are not required; a DOI is acceptable.**
- If your list of journal papers appears incomplete, you might need to ask Scopus to consolidate your documents because there might be more than one Author ID associated with you and your papers are grouped under multiple authors with similar names. In that case you need to go

to Scopus Author Feedback, start by entering your first/last name and continue by selecting documents written by you from the provided list and continue by submitting a consolidation request. Once Scopus processes your request (which may take up to 4 weeks), the FAR website would immediately reflect any changes;

- The list of retrieved journal papers might be empty because you have not set your affiliation with University of Alberta and need to change your profile on Scopus. The Faculty Annual Reporting website will only show journal papers that are associated with University of Alberta;
- You are strongly encouraged to list trainees among the included authors pulled in from Scopus/WoS; this is not a required field (because some papers do not have trainees as co-authors), but this information will be very important to report at the faculty level, so you are encouraged to enter this information;
- Under "Journal Papers", "Book Chapters" and "Books" most of the required fields will be populated by the Scopus import (if they are included in Scopus); one required field that is not populated is an indication of your contribution to the paper, chapter or book; you are required to indicate your contribution, otherwise the entry is considered "Incomplete" and will not be presented in the read-only view or PDF; a *100 character* text box is available to describe your contribution, which you may use, but at a minimum, it is suggested to use any of the following terms (any one, or as many, as appropriate):
    - Lead author;
    - Corresponding Author;
    - Co-author (xx% contribution);
    - Student supervisor;
    - Student supervisory committee member;
- In "book chapters," "books" and other refereed contributions please describe the reviewing process in the Contribution section.
- OpEd pieces, or interviews in the popular press, newspapers, or blogs, may be reported in the "Other Print Publications" section.

Other Print Publications

- Include any other publications including technical reports, working papers, extension publications and publications for the general public.
- If the publication is only published on the web please include the web address.

Presentations and Colloquia

- Include information on conference presentations (authors, title, location, etc.) in the text box.
    - Please indicate if a presentation is invited or submitted / reviewed and if invited is it a keynote or plenary presentation.
- Below presentations include participation in any other scholarly colloquia, workshops, etc., and all relevant information (authors, title, etc.)
- Note that this section is a text box so your list of materials can be prepared in Word or other word processor and cut/pasted into the textbox.

Other Research Activity

- Include information on grants in submission as well as those submitted and not successful.
- Include any other significant research related information, such as papers in progress, in this section.

Supervision of Other Personnel

- If you supervise technicians, research associates, or other individuals who do not fall into the graduate student or postdoctoral fellow category, please report them here.

Funding and Engagement

- Please indicate funding sources as 'grants', 'contracts' and 'salary' awards; the 'type' field also allows for a description of 'peer-reviewed' or 'competitive', which are often considered synonymous; to avoid confusion, FEC will consider 'grants' to be peer-reviewed and competitive while 'contracts' are considered to be non-peer-reviewed; Note that you can include multiple fields in the grant type (e.g. grant, competitive).
- Funding items should be identified as Newly Funded or Ongoing;
- If funding is for equipment, please specify that in the description of the program;
- Research Related Awards/Honours/Fellowships – include the award and a brief statement of the significance.
- The section "Research/scholarly related community engagement and relationship management" allows for a brief (*500 character*) reflection on such activities; you may add multiple such brief reflections; this section would be an appropriate place to report on your engaged scholarship, facilitation activities designed to develop research engagement, etc.; any additional materials or reports from these activities can be appended under the **Attachments** section at the bottom of the Annual Report form.

Supplementary Professional Activity

- This section may be used to report on clinical, professional or consulting activities that **are** considered Supplementary Professional Activity, including their relevance to your position at the University of Alberta. Please indicate if U of A facilities are used, and if so, to what extent.
- For an explanation of the categories of SPA (e.g. major or minor) please see the Faculty Guidelines.

Service

- This section may be used to report on Service-related activities (e.g., committee membership; editorial activities, reviewing, etc.);
- Formal administrative positions (e.g., Associate Dean, Program Director, Center Director) should **not** be reported here, but rather in the next section on **Administration**;
- Service activities should be indicated as: internal to the University (at the level of the University, Faculty, or Department), or for external stakeholders, including scholarly (e.g., peer-review of papers/grants), professional (e.g., leadership position in professional society), or service to the broader community (such as outreach and knowledge mobilization);

- Types of services can be reported in one "element." For example, reviewing for journals can be one element, with a list of the number of papers reviewed and the journal names described in the "Details of Contribution Section." For committees a brief report of responsibilities, contributions, time commitment and outputs / outcomes from the committee is required.
- This section should also include Service (extension) related lectures, talks and demonstrations (section 3.1.3 in the previous annual report form) and extension publications (section 3.1.4 in the previous annual report form). For lectures, talks and demonstrations please include the presenter, title, place, date, and audience size. For extension publications please include co-authors, titles, date of publications, page numbers and indicate your contribution to any multi-authored publication.
- Formal or informal mentorship to other faculty or colleagues should be reported in this section.

Administration

- This section is to be completed only by faculty members with formal administrative positions. Administrative positions include Associate Deans, Graduate and/ Undergraduate Program/Degree Directors and Center Directors, Department Chairs, Associate Chairs, and other major University of Alberta administrative positions. Administrative positions for professional societies or other such activities should be reported under "Service."
- **If you have multiple administrative roles you must include the description of all administrative tasks in these fields. You cannot "add elements" in the Administration section.**
- There are 3 sections provided to describe the administrative position: position expectations (*3000 characters*), main accomplishments (*3000 characters*), and leadership activities (*6000 characters*); all are required fields, so require some input, but do not require full character counts!
- **You might consider preparing this text in a Word or Google doc format and cut and paste into these text fields, so that you can save this information separately, and for future reference, as it will not be carried forward to next year's annual report form.**

Sabbatical Report

- If applicable, a summary of sabbatical leave should be reported (*6000 characters*);
- Sabbatical reports can be appended as an **Attachment.**

Attachments

- You may upload additional materials as attachments, such as reports of peer review of teaching, letters of commendation, sabbatical reports, or additional evidence of engaged scholarship.
- Please complete and sign the Conflict of Interest/Commitment Disclosure Form (see link above), sign and upload a scanned PDF version of the form as an attachment.