Web-based Collection of Instructional and Non-instructional Faculty

Northeast AIR Conference
November 7, 2005

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FACULTY WORKLOAD REPORTING

- Mandated since 1995
- Examines expected and actual workload
- Non-instructional activity
- Data are reported by department, college, and university
USM POLICY

• Average Expectation: 5-6 Course Units
  - A course unit is a 3 credit course or equivalent
  - Based on faculty FTE
  - Contractual or recruitment agreements

• Exceptions for Ten/Tk not teaching load
  - Instruction, External Research
  - Dept Research, Admin Service, Dept. Service
  - Other, Sabbatical

• Faculty teaching no courses
OLD UMCP PROCESS

• Lists of faculty and courses sent to colleges and departments
  – Data quality in question
  – Changes required extensive paper trail

• Non-Instructional Survey form sent to faculty
  – Response rates were low
  – Data were hand entered into database
A NEED FOR CHANGE

• Faculty/Department Chair Frustration
  – Lack of clear understanding of the process
  – Data were not useful to the colleges

• Need for timely and accurate information
  – Board of Regents
  – Media Attention
  – On Campus
THE INSTRUCTIONAL WORKLOAD SYSTEM

- Review course and faculty information on-line
- Data quality improves
- Deans and chairs are engaged
  - Examine current assignments
  - Enter exceptions
  - Review reports
IWS DESIGN

User-friendly Design

- Context Sensitive “Help”
- Familiar Paper Forms
- Constant Navigation Bar
- Support team is available

Local control

- Own the data
- Increase data quality
IWS SECURITY AND ACCESS

Data Access Options

Access Level

- View Only
- View and Data Entry (Exceptions)
- View, Data Entry, and “Locking” Capabilities

Security

Secure Server
Password entry
Single unit access
IWS DATA

Payroll & HR

- Faculty Appointment
- Full-time Equivalent (Faculty) Assignments
- Leave Status
- Sabbaticals
- Tenure Status

(frozen)

Scheduling

- Course Enrollment
- Teaching

*updated twice a week

(live)
IWS PROCESS

Data Entry
- Exceptions are entered when needed
- Database is modified
- Exceptions are validated

Data Freezes
- Purpose
- Course “freezes” after department review
- Faculty freeze occurs in the Fall and Spring
INSTRUCTIONAL WORKLOAD SYSTEM

Demonstration
Welcome

Welcome to the OIRP Faculty Workload Instructional Activities website. This website provides information on the instructional activities of faculty related to the University System of Maryland, Board of Regents' Faculty Workload Policy and annual reporting requirements. It allows for online submission of exception information for faculty who do not meet their expected teaching load.

Once the data has been reviewed and all exceptions and necessary justifications have been entered, please print the screens for your records to ensure that the appropriate documentation for the reporting process is on file.

Definitions

Most sections of this website have page-specific definitions. These are available when a "Page Definitions" link is displayed in the menu. When no page-specific definitions are available, the menu item is entitled "Definitions" and will display the definitions menu page when clicked. The definitions section is also available here.
II-1.25-POLICY ON FACULTY WORKLOAD AND RESPONSIBILITIES
(Approved by the Board of Regents, August 19, 1994;
Amended by the Board of Regents, July 9, 1999)

I. Purposes

The purposes of the "UMS Policy on Faculty Workload and Responsibilities" are to promote optimal performance by the University of Maryland System and by each of its institutions in meeting the needs and expectations of its students and other clienteles, and to provide mechanisms that will ensure public accountability for that performance. Because faculty are the primary performers of the System's instruction, research/scholarship and service, the policy must encourage and support faculty in applying their creativity, ingenuity, initiative, knowledge, experience, and professional skills in performing many diverse functions. Faculty are expected to meet their responsibilities independently and in full accord with both the University's standards as well as the high standards of
The 2004-2005 faculty workload data collection cycle has not yet started. However, information in the application now reflects the preliminary data for the 2004-2005 cycle (fiscal year 2005). It is available for viewing and verification. The data collection cycle will begin in early 2005, at which time exceptions may be entered.

**Definitions**

Definitions are available for the following areas.

- Basic Definitions
- Faculty Information
- Course Information
- Entering Exceptions
- Locking Exceptions
- Exceptions Report
- Tenured And Tenure-Track Faculty Generating Zero Course Units
- Summary Report

Information on the Historic Reports is available for the following areas.
The 2004-2005 faculty workload data collection cycle has not yet started. However, information in the application now reflects the preliminary data for the 2004-2005 cycle (fiscal year 2005). It is available for viewing and verification. The data collection cycle will begin in early 2005, at which time exceptions may be entered.

**Basic Definitions For Faculty Workload Reporting**

**Faculty Categories**
All faculty appointments in teaching units are assigned a workload category, based on EEO code, category status, and appointment title code in the Payroll and Human Resources (PHR) data system. The categories are as follows:

- **Department Chair**
  The person who holds faculty rank and has administrative and academic responsibility for managing the department or unit being reported.

- **Tenured and Tenure-Track Faculty**
  All persons (except department chair) holding tenured and tenure-track positions in teaching units who are classified as faculty (whether instructional, research, public service).

- **Full-Time, Non-Tenured, Non-Tenure-Track Instructional Faculty ("FT Inst")**
  All persons who, while neither tenured nor on the tenure-track, are employed.
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**Select a Unit**

First, select a division.

<table>
<thead>
<tr>
<th>Divisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Col of Arts &amp; Humanities (ARHU)</td>
</tr>
<tr>
<td>Col of Computer, Mathematical &amp; Physical Sci (CMPS)</td>
</tr>
</tbody>
</table>
Select a Unit

The following units have faculty in the workload system. Select a unit by clicking on the name.

<table>
<thead>
<tr>
<th>Col of Arts &amp; Humanities (ARHU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Studies (1270301)</td>
</tr>
<tr>
<td>Art (1270501)</td>
</tr>
<tr>
<td>Art History &amp; Archaeology (1270901)</td>
</tr>
<tr>
<td>Classics (1271301)</td>
</tr>
<tr>
<td>Communication (1271501)</td>
</tr>
<tr>
<td>Comparative Literature Program (1271701)</td>
</tr>
<tr>
<td>Dance (1275501)</td>
</tr>
<tr>
<td>English (1271901)</td>
</tr>
<tr>
<td>History (1272301)</td>
</tr>
<tr>
<td>Joseph &amp; Rebecca Meyerhoff Center for Jewish Studies (1272501)</td>
</tr>
<tr>
<td>Linguistics (1272701)</td>
</tr>
<tr>
<td>Philosophy (1273301)</td>
</tr>
<tr>
<td>School of Languages, Literatures, and Cultures (1274001)</td>
</tr>
<tr>
<td>School of Music (1275701)</td>
</tr>
<tr>
<td>Theatre (1276101)</td>
</tr>
<tr>
<td>Women's Studies (1273701)</td>
</tr>
</tbody>
</table>
### Workload Faculty Information: Linguistics

41 records found.

#### Fiscal Year: 2004

<table>
<thead>
<tr>
<th>Name</th>
<th>Fall Faculty Categ</th>
<th>Fall PTE</th>
<th>Spring Faculty Categ</th>
<th>Spring PTE</th>
<th>Leave</th>
<th>Sabbatical</th>
<th>Expected course units</th>
<th>Actual Course Units Taught</th>
<th>Exception needed?</th>
<th>Current Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Ten/TenTrk</td>
<td>1</td>
<td>Ten/TenTrk</td>
<td>1</td>
<td>None</td>
<td>Fall</td>
<td>5</td>
<td>0.86</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Tim Smith</td>
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<td>Ten/TenTrk</td>
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<td>None</td>
<td>None</td>
<td>5</td>
<td>0.66</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Paul Joe</td>
<td>Ten/TenTrk</td>
<td>0</td>
<td>Ten/TenTrk</td>
<td>0</td>
<td>All Year</td>
<td>None</td>
<td>0</td>
<td>0</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Arlene Mary</td>
<td>Ten/TenTrk</td>
<td>1</td>
<td>Ten/TenTrk</td>
<td>1</td>
<td>None</td>
<td>None</td>
<td>5</td>
<td>6.47</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Peter Faulk</td>
<td>Ten/TenTrk</td>
<td>0.49</td>
<td>Ten/TenTrk</td>
<td>0.49</td>
<td>None</td>
<td>None</td>
<td>2.45</td>
<td>2.61</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ten/TenTrk</td>
<td>0.51</td>
<td>Ten/TenTrk</td>
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<td>None</td>
<td>Spring</td>
<td>2.55</td>
<td>2.22</td>
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<tr>
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<td>Ten/TenTrk</td>
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<td>Ten/TenTrk</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Ten/TenTrk</td>
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<td>Ten/TenTrk</td>
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</tr>
<tr>
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<td>Ten/TenTrk</td>
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<td>Ten/TenTrk</td>
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<td>3.07</td>
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<td></td>
</tr>
<tr>
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<td>Chair</td>
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<tr>
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<td>FT Inst</td>
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<td>1</td>
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<td></td>
</tr>
<tr>
<td>FT Res</td>
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<td>None</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>FT Res</td>
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<td>FT Res</td>
<td>1</td>
<td>None</td>
<td>None</td>
<td>0</td>
<td>0</td>
<td>No</td>
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</tr>
<tr>
<td>FT Res</td>
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<td>No</td>
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<td>FT Res</td>
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<td>0</td>
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<td></td>
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<td>0</td>
<td>3</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
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<td>None</td>
<td>1</td>
<td>None</td>
<td>None</td>
<td>0</td>
<td>4</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
Details on one faculty member

Workload Course Information for

If you have questions about the Scheduling data displayed, please contact your department's Scheduling Officer. Changes made in the course scheduling system will be reflected on this website when the base data are reloaded on Tuesdays and Thursdays.

Fiscal Year: 2005

| Unit: Linguistics (1272701) | Total Course Units Taught | Total Course Units
---|---|---

| Tho | Fall Faculty Categ: Ten/TenTrk | Fall FTE: 1.00 | Expected course units: 2.50 |
| Appt | Spring Faculty Categ: Other | Spring FTE: 0 | Actual Course Units Taught: 2.11 |
| Info | Leave: None | Sabbatical: None | Exception needed?: Yes |
| | | | Current Exception: Exception Code from Last Year: |

Courses:

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Lead Section</th>
<th>Class Type</th>
<th>Course Credit</th>
<th>Student Credit Hours</th>
<th>Counts Toward Wkld?</th>
<th>Teaching Pct</th>
<th>Course Links</th>
<th>Individual Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2004</td>
<td>LING240 0101</td>
<td>Lec</td>
<td>3</td>
<td>228</td>
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<td>1</td>
<td></td>
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<tr>
<td>Fall 2004</td>
<td>LING444 0101</td>
<td>Lec</td>
<td>3</td>
<td>63</td>
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<td>1</td>
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<td>No</td>
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<tr>
<td>Fall 2004</td>
<td>LING899 0301</td>
<td>Dis</td>
<td>Var.</td>
<td>1</td>
<td>Yes</td>
<td>1</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
## Workload Exceptions

1 appointment record found.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Fall Faculty Categ</th>
<th>Fall FTE</th>
<th>Spring Faculty Categ</th>
<th>Spring FTE</th>
<th>Expected course units</th>
<th>Actual Course Units Taught</th>
<th>Exception Code from Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linguistics (1272701)</td>
<td>Ten/TenTrk</td>
<td>1</td>
<td>Ten/TenTrk</td>
<td>1</td>
<td>5</td>
<td>3.67</td>
<td>(none)</td>
</tr>
</tbody>
</table>

**Type:** (none)

**Justification:** (up to approx 1000 characters)

Exception needed

[Enter]  [Reset]
## Workload Course Information: Linguistics

If you have questions about the scheduling data displayed, please contact your department's Scheduling Officer. Changes made in the course scheduling system will be reflected on this website when the base data are reloaded on Tuesdays and Thursdays.

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Lead Section</th>
<th>Class Type</th>
<th>Course Credit</th>
<th>Student Credit Hours</th>
<th>Counts Toward Wkld?</th>
<th>Teaching Pct</th>
<th>Course Links</th>
<th>Individual Study?</th>
<th>Course Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2003</td>
<td>LING899</td>
<td>0801</td>
<td>Dis</td>
<td>Var.</td>
<td>4</td>
<td>Yes</td>
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<td>0.44</td>
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<td>0801</td>
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<td>Var.</td>
<td>4</td>
<td>Yes</td>
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<td>Yes</td>
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<tr>
<td>Fall 2003</td>
<td>LING910</td>
<td>0101</td>
<td>Lec</td>
<td>3</td>
<td>30</td>
<td>Yes</td>
<td>1</td>
<td>No</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Fall 2003</td>
<td>LING910</td>
<td>0101</td>
<td>Dis</td>
<td>3</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Fall 2003</td>
<td>LING949</td>
<td>0101</td>
<td>Lec</td>
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<td>Yes</td>
<td>1</td>
<td>No</td>
<td>0.33</td>
<td>0.33</td>
</tr>
<tr>
<td>Fall 2003</td>
<td>LING889</td>
<td>0101</td>
<td>Lec</td>
<td>8</td>
<td>6</td>
<td>Yes</td>
<td>1</td>
<td>No</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Fall 2003</td>
<td>LING953</td>
<td>0101</td>
<td>Lec</td>
<td>Var.</td>
<td>6</td>
<td>Yes</td>
<td>1</td>
<td>Yes</td>
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<td>0.07</td>
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<tr>
<td>Spring 2004</td>
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<td>0.50</td>
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<tr>
<td>Spring 2004</td>
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<td>0101</td>
<td>Lec</td>
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<td>3</td>
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<td>1</td>
<td>No</td>
<td>1</td>
<td>1</td>
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<td>0101</td>
<td>Lec</td>
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<td>Var.</td>
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<td>1.33</td>
</tr>
<tr>
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<td>0101</td>
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<td>Var.</td>
<td>3</td>
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<td>1</td>
<td>Yes</td>
<td>0.33</td>
<td>0.33</td>
</tr>
</tbody>
</table>

Fiscal Year: 2004

Total Course Units taught: 0.86

Total Course Units taught: 6.66

Total Course Units taught: 6.47

Total Course Units taught: 0

Total Course Units taught: 6.47

Total Course Units taught: 0
The 2004-2005 faculty workload data collection cycle has not yet started. However, information in the application now reflects the preliminary data for the 2004-2005 cycle (fiscal year 2005). It is available for viewing and verification. The data collection cycle will begin in early 2005, at which time exceptions may be entered.

Workload Exceptions Report

Division-level report

To generate the report for all units in Col of Arts & Humanities (ARHU), click here.

Select a Unit

Select a unit in the selected division.

<table>
<thead>
<tr>
<th>Col of Arts &amp; Humanities (ARHU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Studies (1270301)</td>
</tr>
<tr>
<td>Art (1270501)</td>
</tr>
<tr>
<td>Art History &amp; Archaeology (1270901)</td>
</tr>
<tr>
<td>Classics (1271301)</td>
</tr>
<tr>
<td>Communication (1271501)</td>
</tr>
</tbody>
</table>
Workload Exceptions Report

Fiscal Year: 2005

Col of Arts & Humanities (ARHU)

Unit: Art History & Archaeology (1270901)

<table>
<thead>
<tr>
<th>Name</th>
<th>Expected course units</th>
<th>Actual Course Units Taught</th>
<th>Exception needed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>2.50</td>
<td>0.83</td>
<td>Yes</td>
</tr>
<tr>
<td>Tim Smith</td>
<td>2.50</td>
<td>0.33</td>
<td>Yes</td>
</tr>
<tr>
<td>Paul Joe</td>
<td>2.50</td>
<td>2.06</td>
<td>Yes</td>
</tr>
<tr>
<td>Arlene Mary</td>
<td>1.25</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>Peter Faulk</td>
<td>2.50</td>
<td>0.11</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Unit summary:
- 5 faculty appointments need an exception entered.
- 0 faculty appointments have locked exceptions.
- 0 faculty appointments have unlocked exceptions.
- 1 Ten/Ten-trk faculty did not generate course units at the university

Unit: Classics (1271301)

<table>
<thead>
<tr>
<th>Name</th>
<th>Expected course units</th>
<th>Actual Course Units Taught</th>
<th>Exception needed?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.50</td>
<td>0</td>
<td>Yes</td>
</tr>
</tbody>
</table>
## Tenured and Tenure-Track Faculty Generating Zero Course Units

**Fiscal Year: 2005**

### Col of Arts & Humanities (ARHU)

#### Unit: Art History & Archaeology (1270901)

<table>
<thead>
<tr>
<th>Name</th>
<th>Fall FTE</th>
<th>Fall Faculty Categ</th>
<th>Spring FTE</th>
<th>Spring Faculty Categ</th>
<th>Leave</th>
<th>Sabbatical</th>
<th>Expected Course Units</th>
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</thead>
<tbody>
<tr>
<td>Stephen</td>
<td>0.50</td>
<td>Ten/TenTrk</td>
<td>Other</td>
<td></td>
<td>0</td>
<td>None</td>
<td>None</td>
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</tbody>
</table>

#### Unit: Classics (1271301)

<table>
<thead>
<tr>
<th>Name</th>
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<th>Fall Faculty Categ</th>
<th>Spring FTE</th>
<th>Spring Faculty Categ</th>
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<th>Sabbatical</th>
<th>Expected Course Units</th>
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<tbody>
<tr>
<td></td>
<td>1.00</td>
<td>Ten/TenTrk</td>
<td>Other</td>
<td></td>
<td>0</td>
<td>None</td>
<td>Fall</td>
</tr>
</tbody>
</table>

#### Unit: Dance (1275501)

<table>
<thead>
<tr>
<th>Name</th>
<th>Fall FTE</th>
<th>Fall Faculty Categ</th>
<th>Spring FTE</th>
<th>Spring Faculty Categ</th>
<th>Leave</th>
<th>Sabbatical</th>
<th>Expected Course Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Summary Report for Faculty Workload

**Fiscal Year: 2004**

## University Summary

<table>
<thead>
<tr>
<th>Unit</th>
<th>T/Tk Faculty FTE</th>
<th>Avg Crs Units per T/Tk Faculty FTE</th>
<th>% Meeting Standard Load</th>
<th>% Meeting Adjusted Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Summary</td>
<td>1129.8</td>
<td>5.05</td>
<td>56%</td>
<td>56%</td>
</tr>
</tbody>
</table>

## Col of Arts & Humanities (ARHU)

<table>
<thead>
<tr>
<th>Unit</th>
<th>T/Tk Faculty FTE</th>
<th>Avg Crs Units per T/Tk Faculty FTE</th>
<th>% Meeting Standard Load</th>
<th>% Meeting Adjusted Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Studies</td>
<td>7.5</td>
<td>7.12</td>
<td>38%</td>
<td>38%</td>
</tr>
<tr>
<td>Art</td>
<td>10.9</td>
<td>7.13</td>
<td>33%</td>
<td>33%</td>
</tr>
<tr>
<td>Art History &amp; Archaeology</td>
<td>12.6</td>
<td>4.48</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Classics</td>
<td>5.0</td>
<td>5.22</td>
<td>80%</td>
<td>80%</td>
</tr>
<tr>
<td>Communication</td>
<td>13.0</td>
<td>6.59</td>
<td>86%</td>
<td>86%</td>
</tr>
<tr>
<td>Comparative Literature Program</td>
<td>1.8</td>
<td>6.51</td>
<td>67%</td>
<td>67%</td>
</tr>
<tr>
<td>Dance</td>
<td>3.0</td>
<td>5.74</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>English</td>
<td>49.7</td>
<td>4.45</td>
<td>48%</td>
<td>48%</td>
</tr>
<tr>
<td>History</td>
<td>38.9</td>
<td>4.34</td>
<td>45%</td>
<td>45%</td>
</tr>
<tr>
<td>Joseph &amp; Rebecca Meyerhoff Center for Jewish Studies</td>
<td>1.3</td>
<td>5.26</td>
<td>67%</td>
<td>67%</td>
</tr>
<tr>
<td>Linguistics</td>
<td>6.4</td>
<td>5.28</td>
<td>70%</td>
<td>70%</td>
</tr>
<tr>
<td>Philosophy</td>
<td>15.5</td>
<td>3.99</td>
<td>28%</td>
<td>28%</td>
</tr>
<tr>
<td>School of Languages, Literatures, and Cultures</td>
<td>35.2</td>
<td>4.98</td>
<td>61%</td>
<td>61%</td>
</tr>
<tr>
<td>School of Music</td>
<td>42.0</td>
<td>6.38</td>
<td>77%</td>
<td>77%</td>
</tr>
<tr>
<td>Theatre</td>
<td>9.5</td>
<td>6.75</td>
<td>80%</td>
<td>80%</td>
</tr>
<tr>
<td>Women's Studies</td>
<td>6.2</td>
<td>5.42</td>
<td>43%</td>
<td>43%</td>
</tr>
<tr>
<td><strong>Division Summary</strong></td>
<td><strong>258.3</strong></td>
<td><strong>5.27</strong></td>
<td><strong>60%</strong></td>
<td><strong>60%</strong></td>
</tr>
</tbody>
</table>
Historic Workload Faculty Information

NOTE: Historic reports may include preliminary data for the current fiscal year for purposes of trend reporting. The current fiscal year data will generally be the data collected in the "current collection cycle" portions of this application, and will be considered preliminary through the collection cycle for the fiscal year, which generally ends in July. Therefore, reports run before July of a given year may include preliminary workload data for that fiscal year (e.g., a report run in March 2005 for FY 2005). The reports can be generated without the current data. To do so, select fiscal years that do not includes one that have not been frozen when prompted.

Contact the Office of Institutional Research and Planning for more information.

Please specify the year for which the Historic Workload Faculty Information Report will be generated:

- 1996
- 1997
- 1998
- 1999
- 2000
- 2001
- 2002
- 2003
- 2004
- 2005
of a given year may include preliminary workload data for that fiscal year (e.g., a report run in March 2005 for FY 2005). The reports can be generated without the current data. To do so, select fiscal years that do not includes one that have not been frozen when prompted.

Contact the Office of Institutional Research and Planning for more information.

1161 records found.

<table>
<thead>
<tr>
<th>Fiscal Year: 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Col of Arts &amp; Humanities (ARHU)</td>
</tr>
<tr>
<td>American Studies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Fall Faculty Categ</th>
<th>Fall FTE</th>
<th>Spring Faculty Categ</th>
<th>Spring FTE</th>
<th>Leave</th>
<th>Sabt</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Ten/ TenTrk</td>
<td>1.00</td>
<td>Ten/ TenTrk</td>
<td>1.00</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Tim Smith</td>
<td>Ten/ TenTrk</td>
<td>1.00</td>
<td>Ten/ TenTrk</td>
<td>1.00</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Paul Joe</td>
<td>Ten/ TenTrk</td>
<td>0.50</td>
<td>Ten/ TenTrk</td>
<td>0.50</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Arlene Mary</td>
<td>Ten/ TenTrk</td>
<td>1.00</td>
<td>Ten/ TenTrk</td>
<td>1.00</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Peter Faulk</td>
<td>Ten/ TenTrk</td>
<td>1.00</td>
<td>Ten/ TenTrk</td>
<td>1.00</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Chair</td>
<td>Chair</td>
<td>1.00</td>
<td>Chair</td>
<td>1.00</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
Historic Trends for Faculty Workload

**NOTE:** Historic reports may include preliminary data for the current fiscal year for purposes of trend reporting. The current fiscal year data will generally be the data collected in the "current collection cycle" portions of this application, and will be considered preliminary through the collection cycle for the fiscal year, which generally ends in July. Therefore, reports run before July of a given year may include preliminary workload data for that fiscal year (e.g., a report run in March 2005 for FY 2005). The reports can be generated without the current data. To do so, select fiscal years that do not include one that have not been frozen when prompted.

Contact the Office of Institutional Research and Planning for more information.

---

**All Units**

To generate the report for all units in Col of Arts & Humanities (ARHU), click here.

---

Select the unit for which to generate the Historic Workload Trends Report.

**Select a Unit**

The following units have faculty in the workload system. Select a unit by clicking on the name.

<table>
<thead>
<tr>
<th>Col of Arts &amp; Humanities (ARHU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Studies (1220301)</td>
</tr>
</tbody>
</table>
of a given year may include preliminary workload data for that fiscal year (e.g., a report run in March 2005 for FY 2005). The reports can be generated without the current data. To do so, select fiscal years that do not include one that have not been frozen when prompted.

Contact the Office of Institutional Research and Planning for more information.

### University Summary

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>T/Tk Faculty FTE</td>
<td>1265.1</td>
<td>1159.4</td>
<td>1127.5</td>
<td>1115.7</td>
<td>1116.7</td>
</tr>
<tr>
<td>Avg Crs Units per T/Tk Faculty FTE</td>
<td>4.43</td>
<td>4.92</td>
<td>4.97</td>
<td>5.07</td>
<td>4.98</td>
</tr>
<tr>
<td>% Meeting Standard Load</td>
<td>51%</td>
<td>54%</td>
<td>56%</td>
<td>56%</td>
<td>57%</td>
</tr>
<tr>
<td>% Meeting Adjusted Load</td>
<td>85%</td>
<td>84%</td>
<td>88%</td>
<td>88%</td>
<td>88%</td>
</tr>
<tr>
<td>% of Total Generated Credits Taught by T/Tk</td>
<td>58%</td>
<td>56%</td>
<td>54%</td>
<td>53%</td>
<td>52%</td>
</tr>
</tbody>
</table>

### Col of Arts & Humanities (ARHU)

**Linguistics**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>T/Tk Faculty FTE</td>
<td>5.5</td>
<td>6.0</td>
<td>7.5</td>
<td>7.5</td>
<td>8.0</td>
</tr>
<tr>
<td>Avg Crs Units per T/Tk Faculty FTE</td>
<td>6.87</td>
<td>7.63</td>
<td>6.68</td>
<td>6.49</td>
<td>6.41</td>
</tr>
<tr>
<td>% Meeting Standard Load</td>
<td>67%</td>
<td>57%</td>
<td>89%</td>
<td>80%</td>
<td>70%</td>
</tr>
<tr>
<td>% Meeting Adjusted Load</td>
<td>100%</td>
<td>86%</td>
<td>100%</td>
<td>89%</td>
<td>100%</td>
</tr>
<tr>
<td>% of Total Generated Credits Taught by T/Tk</td>
<td>34%</td>
<td>31%</td>
<td>43%</td>
<td>31%</td>
<td>45%</td>
</tr>
</tbody>
</table>

### Division Summary
IWS BENEFITS

- Auditable
  - Requires Dean’s approval
  - Tracks users and data entry
  - “Justification” text box
  - Printer-friendly function for dept. records
- Faster turnaround time
- Local ownership; greater understanding
- Reports
FEEDBACK

- Positive feedback from Deans and Chairs
- Early review of FWL reports
  - Instructional assignments
  - Internal reports
- More users; more questions
- Cleaner scheduling data
NON-INSTRUCTIONAL FACULTY ACTIVITY
NON-INSTRUCTIONAL DATA COLLECTION

Try, try again

- FAR (old)
  - Two colleges
  - Complicated
  - Centralized

- Non-Instructional Workload Survey
  - Access procedures
  - Response rates
  - Limited data and use
NEW FAR SYSTEM

• E-FAR (new)
  • Grass roots development
  • Comprehensive design
  • Decentralized support and administrative control
  • User-friendly

• Piloted in 2 colleges

• Buy-in from deans and provost
FAR

• Faculty enter data on-line
  - Pre-populated
  - Copy and paste
  - Saved for later
• Single calendar year
• Extended data collection period
FAR

- Uses a standard authentication system
- Secure server
- Single unit access
- Multi-level access
  - Data Entry
  - Department Administration
  - College Administration
  - Executive
FAR

Reduces reporting burden on faculty
- Automatic distribution to designated clients
- Standard reports

Future Functions
- CV generator
- Expert database
Faculty Activity Reporting

Demonstration
User: Login (need help?)

I'm a:

- UMCP Faculty, Staff, or Graduate Student
  UMD Directory ID: dradasen@umd.edu
  Directory Password: 
  Login

- Graduate Applicant (applying for Graduate studies at UMCP; login here for the ASF - Application Supplemental Form)
  Student ID / Login Code: 
  Date of Birth: (ex: 10/31/1975) Login

- Recommender (to complete an online letter of recommendation for a UMCP graduate applicant)
  Recommenders, please login here with the username and password that you received in the email request. If you did not receive an email, please contact the applicant.
  ID: 
  Password: Login

NOTICE: Unauthorized access to apra.umd.edu is a violation of Article 27, Sections 45A and 146 of the Annotated Code of MD. The University may monitor use of this system as permitted by state and federal law, including the Electronic Communication Privacy Act, 18 U.S.C. sections 2510 et seq. Anyone using this system acknowledges that all use is
What's Available: ---------------------

MEGS
Maryland Electronic Graduate System

MEAD Optix Documents
Optix Document Imaging Scans

Apra-Room
Building Plan and Room Assignments

Faculty Activity Reports (FAR)
Annual Faculty Activity Reports

Apra-Positions
Solicit/review applications for an open position

College Reporting Tools
Productivity Reports; Dean's Reports

Administrator Tools: ------------------------

User Directories (ENME only)
Dept Faculty and Staff, Non-Dept

What do I have access to?
Online now: 12 (Apra), 6 (ASF), 0 (Recommended), 0 (Pos App), 0 (Alumni)
WARNING: The Faculty Report system is still in test mode. Please do not release it to your general faculty until further notice.

Please select the unit (department / institute) of your primary appointment:

ENGR-Mechanical Engineering

Continue →

- If you can't see your primary unit in the list, please email us at apra-far-support@umd.edu to request access.
- When you submit your report, you will be able to submit it to other departments and institutes as needed!
Go to Administrator Setup

Go to Administrator Setup
You might find the following information useful:

- Faculty Activity Reports (FAR) system is a tool developed by the A. James Clark School of Engineering and the Office of Institutional Research and Planning RP primarily for the departments/institutes/units on campus to evaluate their faculty for merit-based purposes. It also handles the collection of some other portable campus data (non-instructional workload and conflict of interest/commitment).

- Up to each department/unit to set the deadlines for their FAR Reports every year. By default, the FAR report for the given Reporting Year will become available 1/15 of the following year. It will have a deadline of March 15 for the faculty to complete and submit their report. You can change either of these dates.

- If you change the date the report is made available to a date earlier than 1/15, then some sections of the report will not be available for the faculty until that date. Specifically, the 'Research', 'Instruction', and 'Contracts/Grants' tabs will not be available since they pre-populate with campus data that is not available until that time.

- You may also enter a 'Final (Grace) Deadline'. This can be a few days after the published deadline or the same day. Faculty will be locked out of their reports at 5PM on the day of this final deadline.

- Note that you can grant deadline extensions and allow an assistant to complete the report for any given faculty member.

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Dates Report is Officially Available</th>
<th>(Grace Deadline)</th>
<th>Currently available to faculty?</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>- Feb 20, 2005</td>
<td>Mar 08, 2005</td>
<td>No (deadline passed)</td>
</tr>
</tbody>
</table>

(Add a new reporting year entry) (Note that this will be done for you automatically on Jan 15 of every year)
Annual Faculty Activity Reports

You can access the:  Administrator Setup pages  +  Department & College Reporting Tools

Faculty Activity Reports (for the previous reporting year) are automatically made available on January 15.

View your previously submitted reports: (none)

Please choose a report to update:  2004  (due: Feb 20, 2005)  

- Admin users, you can complete a Faculty Report for someone else.

Go to Department Reporting Tools
Department Reporting Tools:

the Individual ENME Submitted Reports: 2004 2005 2006
the ENME Conflict of Commitment/Interest Report: 2004 2005 2006
the ENME Department's Annual Report: 2004 2005 2006

'Summary Totals' for ENME: 2004 2005 2006

actions for Printing and Reviewing Submitted Reports (in PDF)
## Individual Faculty Reports

**Faculty Activity Reports**: Review All Submitted 2004 Reports for ENME

**NOTE**: Submitted Reports may not be final until a few days.

Print All Submitted Reports at one time (Don't do this until

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Latest Submission Date</th>
<th>Academic Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Feb 20, 2005</td>
<td>Prof</td>
</tr>
<tr>
<td></td>
<td>Feb 20, 2005</td>
<td>Prof</td>
</tr>
<tr>
<td></td>
<td>Feb 20, 2005</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td></td>
<td>Feb 19, 2005</td>
<td>Prof &amp; Chair</td>
</tr>
<tr>
<td></td>
<td>Feb 21, 2005</td>
<td>Prof</td>
</tr>
<tr>
<td></td>
<td>Feb 21, 2005</td>
<td>Prof &amp; Dir</td>
</tr>
<tr>
<td></td>
<td>Feb 18, 2005</td>
<td>Prof</td>
</tr>
<tr>
<td></td>
<td>Feb 12, 2005</td>
<td>Assoc Prof</td>
</tr>
<tr>
<td></td>
<td>Mar 08, 2005</td>
<td>Assoc Prof</td>
</tr>
<tr>
<td></td>
<td>Feb 01, 2005</td>
<td>Assoc Prof</td>
</tr>
<tr>
<td></td>
<td>Feb 21, 2005</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td></td>
<td>Feb 21, 2005</td>
<td>Prof</td>
</tr>
<tr>
<td></td>
<td>Feb 20, 2005</td>
<td>Assoc Prof</td>
</tr>
<tr>
<td></td>
<td>Feb 15, 2005</td>
<td>Prof &amp; Chair</td>
</tr>
<tr>
<td></td>
<td>Feb 23, 2005</td>
<td>Prof</td>
</tr>
<tr>
<td></td>
<td>Feb 18, 2005</td>
<td>Prof &amp; Chair</td>
</tr>
</tbody>
</table>
### John Doe (Year: 2004)

**Major Home:** ENGR - Mechanical Engineering  
**Affiliate Appointments:**  
**Title:** Prof  
**Full Time?** Y

I have read the University of Maryland Policy on Conflict of Interest and Conflict of Commitment and am in compliance with it. ___

<table>
<thead>
<tr>
<th>Organization / Individual</th>
<th>Paid work for a MD state agency?</th>
<th>Nature of Activity</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Sciences Corp.</td>
<td>N</td>
<td>Dynamics and Control of Cargo</td>
<td>96</td>
</tr>
<tr>
<td>Kushnet Golf Company</td>
<td>N</td>
<td>Vibration Damping -- Patent Issues</td>
<td>17</td>
</tr>
</tbody>
</table>

### Jane Smith (Year: 2004)

**Major Home:** ENGR - Mechanical Engineering  
**Affiliate Appointments:**  
**Title:** Assistant Professor  
**Full Time?** Y

I have read the University of Maryland Policy on Conflict of Interest and Conflict of Commitment and am in compliance with it: ___.
04 Annual Report for the Department of Mechanical Engineering

The Report includes the following sections:

- A List of Departmental faculty and their statements of impact
- Faculty research and education-related honors and awards
- Research-related contracts and grants, including pending proposals
- Graduate and undergraduate research advising, and degrees granted
- Faculty publications and presentations
- A summary of courses taught and the educational development activities of each faculty member

A List of Departmental faculty and their statements of impact

(Prof)

Developed (with my former student/post-doc: L) a general method for approximation of computationally intensive (with multi-input single output; and multi-input multi-output) simulations. In this approach, the simulation is treated as a black box: probed with (a maximum entropy) design of experiments approach and then approximated with a computationally inexpensive meta-model. The approach is general and has numerous applications, including, approximation and optimization of computationally expensive (CFD, FEM, etc.) models; calibration of sensors; CFD driven temperature prediction in a data center; shape and topology optimal design.

Developed (with my former student: D) a deterministic approach for obtaining a "robust" optimum design solution, one whose performance and/or feasibility (or reliability) is insensitive to uncontrollable parameter variations (due to noise
## Summary of Department

### Publications (only those published / presented in)
- Articles in refereed journals (author or co-author)  
- Chapters in edited books
- Author of books
- Conference papers (archived)
- Conference papers (presented only, not archived)
- Other papers (non-refereed)

<table>
<thead>
<tr>
<th>Total</th>
<th>Number of faculty with at least 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>135</td>
<td>29</td>
</tr>
<tr>
<td>15</td>
<td>5</td>
</tr>
</tbody>
</table>

### Other Scholarship and Research
- Creative activities (performance pieces, ..)
- Fellowships

### Advising
- Number of undergraduates advised (curriculum)
- Number of graduate/professional students faculty served as:
  - Program advisor
  - Chair of master's thesis committees
  - Member of master's thesis committees
  - Chair of doctoral thesis committees
  - Member of doctoral thesis committees
  - Number of post-doctoral fellows mentored

<table>
<thead>
<tr>
<th>Total</th>
<th>Number of faculty with at least 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>337</td>
<td>42</td>
</tr>
<tr>
<td>29</td>
<td>19</td>
</tr>
<tr>
<td>108</td>
<td>42</td>
</tr>
</tbody>
</table>

### Professional Service
- Editorial review boards (member, editor, or associate editor)
  - Editor
  - Associate editor or member
  - Number of associations in which faculty held an office
  - Number of manuscripts read/reviewed for professional journals
  - Number of off-campus review panels and accreditation and certification teams on which faculty served

- -
Begin Data Entry
Affiliation: 

Name: Nadasen, Denise D

Academic Rank: Assoc Dir

Date of Appointment to Present Rank:

Primary Appointment: ENGR-Mechanical Engineering

For assistance with this report, please contact your college’s FAR representative: Tim Darling (td Darling@umd.edu) / 405 8277

If you complete and submit this Faculty Activity Report, you will not have to complete the following forms this year:
- OIRP's Non-Instructional Report
- Annual Report of Outside Professional Activities (also known as 'Conflict of Interest / Conflict of Commitment')
- UM Experts Database

Your personal data listed above is incorrect, it needs to be corrected at the source. Please go to http://ares.umd.edu, Login, and go to 'Payroll and Human Sources' -> 'Display/Update Personal Data'. Once you have updated your data in ARES, please allow 24-48 hours for it to update here. If you need further
2004 Faculty Activity Report for

Nadasen, Denise D

Due: Feb 20, 2005
Status: Not yet submitted
Last submitted on:
This page will be automatically saved in 40 minutes

A. Non-Seminar Instruction

Only classroom-type courses, not seminars or independent study (those are included in the next section), are listed here. Distance-learning and off-campus classes should be included here. Teaching evaluation scores are not required. If you do report them, please use the total overall numeric grade and round your score to the nearest hundredth.

<table>
<thead>
<tr>
<th>Course</th>
<th># of Students</th>
<th>Name(s) of GTA or Grader</th>
<th>Teaching Evaluation Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2004</td>
<td>(none)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2004</td>
<td>(none)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You believe that there are any errors in the above list, please elaborate here; this will notify your department's business office (an email will be sent upon viewing this page which you will be cc'd on). Your business office should then investigate your request. If it is determined that an error does exist, they will make any needed changes in the campus's registration system which will then update your record here.

B. Seminars and Independent Study Courses

Only seminars or independent study courses should be included here. Please note that the next tab ('Research') covers more details about your search advising. If you taught seminars or independent studies that were not given a course number, you may enter them here; please use the 'ZZZZ' prefix to designate those.
A. Research Advising  

Note the default data given here was taken from the MEGS system. MEGS does not (currently) differentiate between academic and research advisories. If you are not the current research advisor for any of the student(s) listed below, just delete their name from the 'name' field. The system will, upon saving, move those student(s) from your list.

Graduate students for whom you were the research advisor of during the calendar year 2004. (Note that the pre-populated 'Support' fields are from the campus's PHR/payroll database, which does not include Fellowships - you will have to enter Fellowships by hand).

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Degree Expected</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Co-advisor?</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>(please choose)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Advisor</td>
<td>ENME - Mechanical Eng</td>
</tr>
<tr>
<td>(please choose)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Advisor</td>
<td>ENME - Mechanical Eng</td>
</tr>
</tbody>
</table>

Add more rows

Graduate students who received degrees during the calendar year 2004, for whom you were the research advisor.

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Graduation semester</th>
<th>Placement</th>
<th>Co-advisor?</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>(please choose)</td>
<td></td>
<td></td>
<td></td>
<td>Advisor</td>
<td>ENME - Mechanical Eng</td>
</tr>
<tr>
<td>(please choose)</td>
<td></td>
<td></td>
<td></td>
<td>Advisor</td>
<td>ENME - Mechanical Eng</td>
</tr>
</tbody>
</table>
3. Competitions Entered

Competition Specifics

UM Experts (and possibly your department's website):

If you would like to be included in the 'UM Experts' system, please enter the relevant information here. This data may also be used for other directories available to the general public, such as your unit(s)' faculty web pages. This section will not be included in the report submitted to your department/institute's evaluation committee. (Note: Your information in UM Experts will be updated around March/April).

1. Yes, I am willing to be included in the online experts database and thus possibly be contacted by the media about my areas of expertise.

Your professional webpage:

Please list your current official titles and affiliations for all university-related positions (including any in other UMSM institutions):

Title Affiliation

Short Biography for a 'Public' Audience (< 250 words):


# 04 Faculty Activity Report for

**Due:** Feb 20, 2005  
**Status:** Not yet submitted

**Last submitted on:**  
(This page will be automatically saved in 40 minutes)

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## 1. Outside Service and Activities

Please list all paid consulting, as well as all paid and unpaid significant outside activities related to your professional expertise during the current year. Please note that these activities are being counted for merit purposes, as well as for the University's Conflict of Interest/Commitment requirement. Clicking on any of the dotted links will allow you to view additional information in a pop-up window. Additionally, you can view the FAQ. Please direct any questions about this Section to your unit head.

---

### University Policy on Conflict of Interest and Conflict of Commitment

- Disclosure of all significant paid and unpaid outside professional activities as defined by the unit head.
- A statement that the employee has read and understands the Policy on Conflict of Interest and Conflict of Commitment.

### College-Specific Guidelines (for the A. James Clark School of Engineering):

- To save time, the hours worked for the following activities do NOT need to be reported:
  - Journal Editor or Reviewer
  - Testimonies or interviews

---

### Table of Outside Service and Activities

<table>
<thead>
<tr>
<th>Organization/Individual for which the activity was performed</th>
<th>Was activity paid work for a MD state agency?</th>
<th>Nature of activity</th>
<th>Hours worked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Not Applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Not Applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Not Applicable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Add more rows**
Values in red parentheses are what was reported last year.

3. Professional Service Summary (This data is also reported to the State)

The values in red are your entries from last year's form, if available.

Number of manuscripts you read/reviewed for professional journals: 0 ()

Number of professional journals on which you served as
- area or associate editor, or as a member of the editorial boards: 0 ()
- editor: 0 ()

Number of professional associations in which you held an office: 0 ()

Number of off-campus peer review panels and accreditation and certification teams on which you served: 0 ()

Number of days (6-8 hours) spent
- in K-12 school: 0 ()
- with government agencies: 0 ()
- with non-profit agencies: 0 ()
- with businesses: 0 ()

Number of people served through non-credit instruction offered by your program: 0 ()

Number of ‘artistic’ activities in which you had a significant role
(musicals, art exhibits, theatrical and dance performances, recitals, concerts, etc): 0 ()

5. University Service

Include department, college, and university committees; administrative duties; advising of student professional and honor societies; mentoring of junior faculty, etc.
04 Faculty Activity Report for
Nadasen, Denise D

Due: Feb 20, 2005
Status: Not yet submitted
Last submitted on:
(This page will be automatically saved in 40 minutes)

Sections:

Enter only publications that were either originally submitted (even if later rejected), accepted, or published during the period January 1, 2004 to December 31, 2004. (If a paper that was originally submitted or accepted in a previous year did not change 'status' during this time period, you can leave it here unchanged and it will copy over to future years). For published papers give inclusive page numbers. For papers with more than one author, please list the authors in the order they appear on paper. To delete a row, simply delete the text in the 'Full Citation' field. Please choose either 'Research', 'Education', 'Service' as the award type. ('Education' implies 'In support of curriculum development or innovation'.)

For each entry, check all of the checkboxes that apply. For instance, check 'Accepted' and 'Published' if both occurred during 2004. Do not check any boxes for papers "in preparation."

A. Performance Pieces, Exhibitions, and Artistic/Architectural Projects (if applicable).

Project initiated in 2004 / ☐ Design completed in 2004 / ☐ Built/Performed/Exhibited in 2004
Type: Research

Automatically copy this entry to next year's report: (uncheck if project is no longer under consideration for being built/performed; ignore this field if you mark the paper as 'Built/Performed')
2004 Faculty Activity Report for
Nadasen, Denise D

**Due:** Feb 20, 2005
**Status:** Not yet submitted

**Last submitted on:**
(This page will be automatically saved in 40 minutes)

Include internal and external funding in support of education or research. Include only contracts or grants that were active for any time during the period January 1, 2004 to December 31, 2004. If the pre-populated data below is incorrect, please update it (please also note that any changes here will not be carried back into other campus systems). To delete a row, simply delete the 'project title' field. Also note that Foundation contracts are not included in the pre-populated list. Please do not list Fellowship Grants here - they are included in the 'Awards/Other' tab. Please choose either 'Research', 'Education', or 'Service' as the award type. ('Education' implies 'In support of curriculum development or innovation'.)

Enter the pre-populated grant amount that is the amount in your initial proposal. Please update the values if they have since changed.

### Contracts and Grants active during part of 2004 or later (including Gifts and Product Licensing Revenues)

<table>
<thead>
<tr>
<th>Co-PI?</th>
<th>Project Title</th>
<th>Funding Source</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Funding:**

**My $ Share:**

**Matching:**

**Type:** (please choose)

(Add more rows)

You may include any additional comments in the 'My $ Share' field, as needed.
2004 Faculty Activity Report for

Nadasen, Denise D

Due: Feb 20, 2005

Status: Not yet submitted

Last submitted on:

(This page will be automatically saved in 40 minutes)

A. Honors and Awards

Only include awards received during the period January 1, 2004 to December 31, 2004. Please choose either 'Research', 'Education', or 'Service' as the award type. ('Education' implies 'In support of curriculum development or innovation'.)

** Type - please choose **

- Research

B. Awards: Fellowship Grants

You have been awarded any Fellowship Grants during the calendar year 2004 (such as the Guggenheim Fellowship), please list them here and specify the topic which you were awarded the grant for.

<table>
<thead>
<tr>
<th>Fellowship</th>
<th>Topic / Specifics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(add more rows)
Academy Activity Report for  (Submitted Copy)

is version of your report only includes updates made prior to the most recent Submission

name: 

Hemic Rank:

of appointment to current rank:

try Appointment:

county also submitting this report to:

time?

Report was most recently submitted by:  on

This page is best printed in landscape mode

Your Report has not yet been submitted and thus this 'Submitted Copy' will be blank

Instructional Activities

Non-Seminar Instruction

<table>
<thead>
<tr>
<th>course</th>
<th># of Students</th>
<th>Name(s) of GTA or Grader</th>
<th>Teaching Evaluation Score</th>
</tr>
</thead>
</table>

classroom-type courses, not seminars or independent study (those are included in the next section), are listed here. Distance-learning and off-campus classes should be included here. Teaching evaluation scores are not required. If do report them, please use the total overall numeric grade and round your score to the nearest hundredth.
Next Steps

- Pilot in 9 colleges
- Full implementation – Jan 06
- Evaluate
  - Existing support structures
  - Value of reports
  - Faculty feedback
FAR Development
Primary Objectives

- Use the tools
- Improve the data quality
- Expand the breadth analysis
- Produce more effective reports
- Have an impact on planning
Developers and Designers

- Tim Darling tdarling@umd.edu
- Chris Giordano giordano@umd.edu
- Jessica Shedd jsheddd@nacubo.org
Thank You!

Denise Nadasen
dnadasen@umd.edu

Eric Spear
espear@umd.edu