Web-based Collection of Instructional and Non-instructional Faculty Information

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Association for Institutional Research
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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
Instructional Workload System

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 to the ORP 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
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
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.

Select a Unit

First, select a division.

Divisions
- Col of Arts & Humanities (ARHU)
- Col of Computer, Mathematical & Physical Sci (CMPS)
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.

<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>
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<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Tim Smith</td>
<td>Ten/TenTrk</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>0</td>
<td>No</td>
</tr>
<tr>
<td>Arlene Mary</td>
<td>Ten/TenTrk</td>
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<td>Ten/TenTrk</td>
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<td>None</td>
<td>5</td>
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<td>Peter Faulk</td>
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<td>Ten/TenTrk</td>
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<tr>
<td></td>
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<td>Ten/TenTrk</td>
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<tr>
<td></td>
<td>Ten/TenTrk</td>
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<td>Ten/TenTrk</td>
<td>0.13</td>
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<td>2.55</td>
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<tr>
<td></td>
<td>Ten/TenTrk</td>
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<td>Ten/TenTrk</td>
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<td>Ten/TenTrk</td>
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<td>Ten/TenTrk</td>
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<td>FT Inst</td>
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<td>None</td>
<td>5</td>
<td>1</td>
<td>Yes</td>
<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>
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</tr>
<tr>
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<td>FT Res</td>
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<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>FT Res</td>
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<tr>
<td>FT Res</td>
<td>FT Res</td>
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<td>3</td>
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</tr>
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<td>Other</td>
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<td>0</td>
<td>4</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
Details on one faculty member

Workload Course Information for 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.

Fiscal Year: 2005

<table>
<thead>
<tr>
<th>Unit: Linguistics (1272701)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Code</th>
<th>Term</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>Individ Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2004</td>
<td>LING240 0101</td>
<td>Lec</td>
<td>3</td>
<td>228</td>
<td>Yes</td>
<td>1</td>
<td>No</td>
<td></td>
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<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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<tr>
<td>Fall 2004</td>
<td>LING899 0301</td>
<td>Dis</td>
<td>Var.</td>
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<td>1</td>
<td>Yes</td>
<td></td>
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<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>3.57</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 Var.</td>
<td>4</td>
<td>Yes</td>
<td>1</td>
<td>Yes</td>
<td>0.44</td>
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<td></td>
</tr>
<tr>
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<td>LING899</td>
<td>0801</td>
<td>Dis Var.</td>
<td>4</td>
<td>Yes</td>
<td>1</td>
<td>Yes</td>
<td>0.44</td>
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</tr>
<tr>
<td>Fall 2003</td>
<td>LING610</td>
<td>0101</td>
<td>Lec 3</td>
<td>30</td>
<td>Yes</td>
<td>1</td>
<td>No</td>
<td>1</td>
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<td>0</td>
<td>No</td>
<td>0</td>
<td>No</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2003</td>
<td>LING905</td>
<td>0101</td>
<td>Lec 6</td>
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<td>Yes</td>
<td>1</td>
<td>No</td>
<td>1</td>
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<td></td>
</tr>
<tr>
<td>Fall 2003</td>
<td>LING895</td>
<td>0101</td>
<td>Lec Var.</td>
<td>6</td>
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<td>Yes</td>
<td>0.07</td>
<td></td>
<td></td>
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<tr>
<td>Spring 2004</td>
<td>LING611</td>
<td>0101</td>
<td>Lec 3</td>
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<td>0.50</td>
<td>No</td>
<td>0.50</td>
<td></td>
<td></td>
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<tr>
<td>Spring 2004</td>
<td>LING895</td>
<td>0101</td>
<td>Lec 3</td>
<td>3</td>
<td>Yes</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2004</td>
<td>LING899</td>
<td>0101</td>
<td>Lec Var.</td>
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<td>Yes</td>
<td>1.33</td>
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<tr>
<td>Spring 2004</td>
<td>LING899</td>
<td>0101</td>
<td>Dis Var.</td>
<td>3</td>
<td>Yes</td>
<td>1</td>
<td>Yes</td>
<td>0.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Course Units taught: 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Print version
Page Definitions
Logout

Selected Unit: Linguistics

Main

- Select a unit
- Faculty list: Linguistics
- Course List: Linguistics
- Exceptions Report
- Ten Tkr Faculty w/No Crs Units
- Summary Report

Course List
Selected Unit: Linguistics

Main

Current collection cycle:
- Select a unit
- Faculty list: Linguistics
- Course list: Linguistics
- Course list: Stephen
- Exceptions Report
- Ten Tk Faculty w/No Crs Units
- Summary Report

Historic Reports:
- Historic Faculty Info
- Historic Summary
- Historic Trends

Print version
Definitions

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>
available for viewing and verification. The data collection cycle will begin in early 2005, at which time exceptions may be entered.

## 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 in

#### 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 Faculty Categ</th>
<th>Fall FTE</th>
<th>Spring Faculty Categ</th>
<th>Spring FTE</th>
<th>Leave</th>
<th>Sabbatical</th>
<th>Expected course units</th>
<th>Actual course units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ten/TenTrk</td>
<td>0.50</td>
<td>Other</td>
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<td>None</td>
<td>None</td>
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#### Unit: Classics (1271301)

<table>
<thead>
<tr>
<th>Name</th>
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<th>Fall FTE</th>
<th>Spring Faculty Categ</th>
<th>Spring FTE</th>
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<th>Actual course units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ten/TenTrk</td>
<td>1.00</td>
<td>Other</td>
<td>0</td>
<td>None</td>
<td>None</td>
<td>Fall</td>
<td>2.50</td>
<td></td>
</tr>
</tbody>
</table>

#### Unit: Dance (1275501)

<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>Sabbatical</th>
<th>Expected course units</th>
<th>Actual course units</th>
</tr>
</thead>
</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 include 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>Name</th>
<th>American Studies</th>
<th>Fall Faculty</th>
<th>Fall FTE</th>
<th>Spring Faculty</th>
<th>Spring FTE</th>
<th>Leave</th>
<th>Sabbatical</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td></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></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></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></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></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></td>
<td>Chair</td>
<td>1.00</td>
<td></td>
<td>1.00</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
Current collection cycle:
- Select a unit
- Faculty list: Linguistics
- Course list: Linguistics
- Course list: (Stephen
- Exceptions Report
- Ten Tk Faculty w/No Crs Units
- Summary Report

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 (1276301)</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 ones 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>
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
- Implemented campus-wide in Spring 2006
- 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 Enhancements
- CV generator
- Faculty web pages
- Expert database
Faculty Activity Reporting

Demonstration
Login

UMD Directory ID: dradasen
Directory Password: 
Login

Graduate Applicant
(apply for graduate studies at UMCP; login here for the ASF - Application Supplemental Form)

Student ID / Login Code: 
Date of Birth: \(10/31/1975\) Login

Recommender
(incomplete 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 (Recommenders), 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 →

Te:

- 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
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.

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 make the date the report is available as early as you like (for example, March 15 in the actual reporting year -- 10 months earlier than the usual 5 date). This would allow your faculty to update their Publication list throughout the year.

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 59PM on the day of this final deadline.

You 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.

Please choose a report to update:

2004 (due: Feb 20, 2005)

Continue →

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

Go to Department Reporting Tools
Department Reporting Tools:

- the ENME Department's Annual Report: 2004 2005 2006

'Summary Totals' for ENME: 2004 2005 2006

Sections for Printing and Reviewing Submitted Reports (in PDF)
**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)

---

**Individual Faculty Reports**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Latest Submission Date</th>
<th>Academic Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan, 2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar, 2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr, 2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May, 2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun, 2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul, 2004</td>
<td></td>
<td></td>
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<tr>
<td>Aug, 2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep, 2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct, 2004</td>
<td></td>
<td></td>
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<tr>
<td>Nov, 2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec, 2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan, 2005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb, 2005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar, 2005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr, 2005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May, 2005</td>
<td></td>
<td></td>
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<tr>
<td>Jun, 2005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul, 2005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug, 2005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep, 2005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct, 2005</td>
<td></td>
<td></td>
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<tr>
<td>Nov, 2005</td>
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<tr>
<td>Dec, 2005</td>
<td></td>
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<tr>
<td>Jan, 2006</td>
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<td></td>
</tr>
<tr>
<td>Feb, 2006</td>
<td></td>
<td></td>
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<tr>
<td>Mar, 2006</td>
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<tr>
<td>Apr, 2006</td>
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<tr>
<td>May, 2006</td>
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<tr>
<td>Jun, 2006</td>
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<tr>
<td>Jul, 2006</td>
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<td>Aug, 2006</td>
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<td>Sep, 2006</td>
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<tr>
<td>Oct, 2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov, 2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec, 2006</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Faculty Name: John Doe  (Year: 2004)

Home: ENGR-Mechanical Engineering
Affiliate Appointments:
le: Prof
il Time?: Y

ave read the University of Maryland Policy on Conflict of Interest
nd Conflict of Commitment and am in compliance with ... ____.

<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>Bushnet Golf Company</td>
<td>N</td>
<td>Vibration Damping -- Patent Issues</td>
<td>17</td>
</tr>
</tbody>
</table>

Faculty Name: Jane Smith  (Year: 2004)

Home: ENGR-Mechanical Engineering
Affiliate Appointments:
le: Assistant Professor
il Time?: Y

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

This 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)

...
**Summary of Department**

<table>
<thead>
<tr>
<th>Publications (only those published/presented in)</th>
<th>Total</th>
<th>Number of faculty with at least 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articles in refereed journals (author or co-author)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapters in Edited Books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authored Books</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Papers (archived)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Papers (presented only, not archived)</td>
<td>135</td>
<td>29</td>
</tr>
<tr>
<td>Other papers (non-refereed)</td>
<td>15</td>
<td>5</td>
</tr>
</tbody>
</table>

**Other Scholarship and Research**

- Creative Activities (performance pieces, ..)
  - Other fellowships
    - Number of undergraduates advised (curriculum)
      - Number of graduate/professional students faculty served as:
        - Program advisor | 337 | 42 |
        - Chair of master's thesis committees | 0 |
        - Member of master's thesis committees | 29 | 19 |
        - Chair of doctoral thesis committees | 0 |
        - Member of doctoral thesis committees | 108 | 42 |
        - Number of post-doctoral fellows mentored | 0 |

**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
Welcome, Denise Nadasen
You are logged into ENME (Custom)

This system was developed by
A. JAMES CLAR
SCHOOL OF ENGINEERING

pra.umd.edu : Annual Faculty Activity Reports

Admin users! 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.
Review your previously submitted reports: (none)

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

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

Begin Data Entry
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)

Introduction / Please verify your personal information

Clicking on any link within the 'Faculty Activity Reports' pages will save your data on the current page. There is only one exception: if you make a change to a page and do not want to save it, click on the 'Apra Home > Faculty Activity Reports' links in the left corner to exit without saving.

Your data will not be "submitted", and thus won't be visible to administrators or evaluators, unless you click on the 'Submit Annual Report' button, and proceed to complete the submission process. Note that, after submitting your report, you still will be able to revise it and submit revised versions, each of which will overwrite the previously submitted version, up until the deadline.

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

Name: Nadasen, Denise D
Academic rank*: Assoc Dir
Date of appointment to present rank: 
Primary Appointment: ENGR-Mechanical Engineering
Full Time:

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

If 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 saving this page which you will be cc'ed on). Your business office should then investigate your request. If it is determined that an error does exist, they will take any needed changes in the campus's registration system which will then update your record here.

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 teaching advising. If you taught seminars or independent studies that were not given a course number, you may enter them here; please use the 'ZZZZ' suffix to designate those.
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A. Research Advising
(Default data is taken from the MEGS system)

Note: The default data given here was taken from the MEGS system. MEGS does not (currently) differentiate between academic and research advisors. 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 DHR/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></td>
<td>(please choose)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Advisor</td>
<td>ENME - Mechanical Eng</td>
</tr>
<tr>
<td></td>
<td>(please choose)</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></td>
<td>(please choose)</td>
<td></td>
<td></td>
<td>Advisor</td>
<td>ENME - Mechanical Eng</td>
</tr>
<tr>
<td></td>
<td>(please choose)</td>
<td></td>
<td></td>
<td>Advisor</td>
<td>ENME - Mechanical Eng</td>
</tr>
</tbody>
</table>

Add more rows
B. 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).

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 ISM institutions).

Title Affiliation

Short Biography for a 'Public' Audience (< 250 words):
### 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. In addition to (potentially) being counted for merit purposes, your entries in this section will also fulfill the University’s ‘Conflict of Interest/Commitment’ report 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** requires:
- 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>
<thead>
<tr>
<th>Organization/Individual</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 ()

4. University Service

Include department, college, and university committees; administrative duties; advising of student professional and honor societies; mentoring of junior faculty, etc.
2004 Faculty Activity Report for

adasen, Denise D

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

Sections:

Enter all of your projects for this section in this textbox - just leave a blank space between each one and then click here to separate them!

Performance / Exhibition / Project (one entry per textbox)

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/acted/performed; ignore this field if you mark the paper as 'Built/Performed')
04 Faculty Activity Report for

Adasen, Denise D

Due: Feb 20, 2005
Status: Not yet submitted
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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'.)

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

A. 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>
<td></td>
<td></td>
<td>(mm/dd/yyyy)</td>
<td>(mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

Total Funding: [ ] My $ Share: [ ] Matching: [ ] Type: [please choose]

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

Nadasen, Denise D

Due: Feb 20, 2005
Status: Not yet submitted
Last submitted on: (View last year's report)
(Phone number will be automatically saved in 40 minutes)

A. Honors and Awards

Please 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 **

<table>
<thead>
<tr>
<th>Honor / Award (1 per row)</th>
<th>Research</th>
<th>Research</th>
<th>Research</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Add more rows

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
Aculty Activity Report for (Submitted Copy)

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

name: ,

Title Rank:

of appointment to current rank:

any Appointment:

faculty is 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

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.

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</tr>
</tbody>
</table>
Feedback from Year 1

- Should be open earlier in the year
- Outside Professional Activities should be separate tab
- Provide information on sabbatical, joint appointments, and lab instruction
- Allow option to enter students who are mentored or advised
FAR Development Primary Objectives

- Improve the data quality
- Provide user manuals and online help
- Expand the cohort that is using FAR
- Continue to evaluate feedback
  - Enhance support structures
  - Determine value of reports
  - Faculty feedback
Next Steps

- Link to experts’ database
- Expand reporting tools
- Expand professional activities
- Publish to faculty web pages
Developers and Designers

- Tim Darling  
  tdarling@umd.edu
- Eric Spear  
  espear@umd.edu
- Chris Giordano  
  giordano@umd.edu
- Jessica Shedd  
  jshedd@nacubo.org
Thank You!

Denise Nadasen
Associate Director
Institutional Research and Planning
University of Maryland
dnadasen@umd.edu