

Faculty Activity Database (FAD)

Prompts and Communication Schedule

Emails will be sent to faculty prompting or reminding them to enter activities into the Faculty Activity Database. Associate Deans have confirmed the communication schedule below. Prompts are sent at specific months throughout the year, strategically to take advantage of when data is loaded into the system or when faculty are engaged in common activities. These will be friendly reminders to help faculty keep their records up-to-date or an upcoming review or report being generated at the college or university level.

Prompts are also being sent to deans, department chairs, and associate deans (indicated in table below) to remind them of when reporting information needs entered into the system or to send updated non-faculty account lists to the FAD system administrator.

All email prompts will be sent from the Associate VP for Academic Affairs, Susan Powers or the FAD Academic Affairs Fellow, Marsha Miller.

Month	Activity
September	Personal & Contact Information
	Confirm Yearly Data
	Academic, Government, Military and Professional Positions
	Non-faculty/Proxy Accounts (Associate Deans)
	College Committees (Associate Deans)
	Training Schedule
October	<i>University and select College committees will be loaded into system</i>
	Administrative Assignments
	Professional Memberships
	Committees
	Advisory Boards (Chairs and Deans)
November	Scholarship/Research/Creative Activity
December	<i>Fall teaching schedules loaded into system (after final grades)</i>
	<i>Fall academic advising data loaded into system (after final grades)</i>
January	Teaching Activities
	Librarianship Activities
	Training Schedule
February	Service Activities
	External Connections and Partnerships
	Non-faculty/Proxy Accounts (Associate Deans)
March	Scholarship/Research/Creative Activity
April	Faculty Development Activities
	Licensure and Certifications
	Media Contributions
	Annual Report Information (Dept Chairs & Deans)
May	<i>Spring teaching schedules loaded into system (after final grades)</i>
	<i>Spring academic advising data loaded into system (after final grades)</i>
	Teaching Activities
	Librarianship Activities
	Awards and Honors
	Consulting

June	
July	
August	<i>Summer teaching schedules loaded into system (after final grades)</i>
	<i>Yearly data loaded into system – end of month after changes in rank updated</i>
	Workload percentages for next biennial review