



# ACADEMIC AFFAIRS INDIANA STATE UNIVERSITY

## Faculty Guide: Faculty Activity Database (FAD) Year 2 Faculty

**Year 2 DUE DATE for FAD: Friday September 1st**



- *FAD is essentially our electronic professional portfolio. It is used for annual evaluations, ISU accreditation (Higher Learning Commission), various reports throughout the year for departments and the college (syllabi, service, scholarship)*

### General reminders:

- Review Department / School Promotion, Tenure, and Retention Policy
- Tenure-Track: Review College Promotion & Tenure Policy
- Instructors: Review College Promotion and Retention of Instructors

### Evaluation Process for Year 2 Faculty:

- Faculty submit FAD by due date
- Department / School check-in (this is done by your Department Chair, but does not do an evaluation yet, just administratively reviews your FAD to see if report has same date as submitted materials, if there are summary statements, etc. However, a Chair can decide to forward a submission 'as is' even if things are missing – it is your responsibility as faculty to ensure your materials are as complete and accurate as possible).
- Department / School Personnel Committee evaluation
- Department / School Chair evaluation
- Faculty acknowledgment & response (you have an option to provide a response to reviews, but it is not a requirement). If you do not move your FAD to the next step, it will automatically advance in 7 days.
- College check-in
- Dean evaluation
- Faculty acknowledgment & response (optional)
- Academic Affairs check-in
- Provost Level review
- Faculty file step (this is the final version that reflects all the previous steps and this goes in your faculty file).

### Important FAD reminders:

- **Syllabus:** Include for every course, and every section of that course
- **Student evaluations:** Include for every course, and every section of that course.
- If applicable, include High Impact Practices and Career Readiness Competencies, attaching examples for at least one or more of what you checked (recommend doing this for every class, every section).
- Run a Rapid Report to review. It will open as a word document and will show if there are any spelling / grammar errors, etc. If something needs to be corrected, you must go back into the specific FAD entry and correct it. The downloaded report is taking information directly from FAD, so altering the word document will not save to FAD.
- Under the Workflow tab, depending on College preference, Summary Statements can be brief or longer narratives. Brief points can be data based (e.g. “attended 9 out of 10 faculty meetings”; “my student evaluations ranged from 4.5-5.0 on a scale of 0-5 with a mean of 4.73”; “I wrote 7 recommendation letters for students”; “I taught 358 students – 58 distance, 250 undergraduate, 50 graduate) and entered into the summary boxes. If summary statement is longer than a few sentences, add it as an attachment PDF.
- On the Summary Screen (where you actually will click the button to submit your FAD):
  - Depending on College preference:
    - Upload your current CV
    - Include an executive summary and/or upload the P&T/Retention document with which you are being evaluated
  - **Remember to refresh the PDF report RIGHT BEFORE YOU SUBMIT your materials!!**

**Second Year Faculty Appraisal Schedule for  
2023-2024**

Due Date or Activity	Item	Action	Notes
Monday, July 10, 2023	Confirm with Deans the 2nd year list	Provost to Deans	
Friday, July 28, 2023	Notify 2nd Year Faculty of FAD workflow availability	Provost to Faculty	
<b>Friday, September 1, 2023</b>	Faculty submit materials (2nd yr)	Deans to Provost	
Friday, September 15, 2023	Review completed by Department Committee (2nd yr)		
Friday, September 29, 2023	Review completed by Department Chair/EDN (2nd yr)		
Wednesday, October 25, 2023	Review completed by College Committee (2nd yr)		
Friday, November 3, 2023	Review completed by Dean (2nd yr)		
<b>Provost consults w/ department committees, chairs, deans, college/library committees on any disagreements in recommendations.</b>			
<b>Friday, December 15, 2023</b>	2nd Year Reappointment/Non-Reappointment Letters	Provost to Faculty	<b>Non-reappointment letters will be sent certified w/ return receipt requested</b>
Thursday, January 4, 2024	Deadline for receipt of appeals (if any) (2nd yr)	Faculty to PTOC	
Thursday, January 18, 2024	Promotion and Tenure Oversight Committee (PTOC) Determines if Hearings are Warranted (2nd yr)	PTOC to Provost	
Thursday, February 8, 2024	Promotion and Tenure Oversight Committee (PTOC) - Completion of Hearings (2nd yr)		
Thursday, February 15, 2024	Promotion and Tenure Oversight Committee (PTOC) - Provides Recommendation of the Hearings to Provost (2nd yr)	PTOC to Provost	
<b>Provost conveys his &amp; the PTOC recommendations to the President</b>			
<b>Friday, March 1, 2024</b>	Final Notification of Appeals (if any) (2nd yr)	President to Faculty	
<b>There are no more paper forms, but an electronic workflow system through FAD. Faculty are notified when they can access.</b>			

***This document shows how to submit your FAD*** (Note: these are just example screenshots, so ignore the dates listed, yours may be different)

### Step 1: Workflow

1. Click the “Workflow” tab at the top of your screen.
2. Under the Inbox, there should be a line that says something about “xx year review”. Click it.
3. See Step 2 (next page)



The screenshot shows the 'Workflow Tasks' page in the Digital Measures system. The navigation bar at the top includes 'Activities', 'CV Imports', 'Reports', and 'Workflow' (which is highlighted). Below the navigation bar, there are two sections: 'Inbox' and 'History'.

**Inbox**

Name	Step	Subject	Due Date
2021-21 2nd year reviews January start	Faculty	Me	September 1, 2020 @ 11:59 PM

**History**

Name	Current Step	Subject	Last Modified	Actions
<a href="#">1st Year Review - January start</a>	Completed	Me	February 21, 2020	▼

Next page shows Step 2

## Step 2: Workflow

4. This should be the next screen you see (Annual Review, teaching summary, etc). This is the page for your summary statements.
5. Enter/upload your CV and summary statements. Be sure to convert documents to PDF prior to uploading.
6. 'Refresh Report' for Annual Review (this is your FAD report). The Last Updated date should be the same date you submit your FAD. At any point, if you want, you can click on and open the Annual Review and open it to make sure it shows what you intend.
7. Click on "Actions" (upper right corner) and click "Save Draft". Then, to see what is saved, use the back arrow, or click on Activities – something to take you out of the Workflow tab. Then, click the Workflow tab again, and whatever you saved should be visible.
8. When ready to submit FAD, Click on "Actions" and click "Submit to Department Check-In". Your FAD will now be submitted and will progress through the review process.

The screenshot shows the 'Faculty Step - Due September 1, 2020 @ 11:59 PM' page in the Digital Measures system. The page includes a navigation bar with 'Activities', 'CV Imports', 'Reports', and 'Workflow' tabs. The 'Workflow' tab is active. The page content includes a reminder to refresh the report before submission. The 'CHHS Annual Review' section shows the last updated date as August 28, 2020 at 12:05 PM, with a 'Refresh Report' button. The 'Upload CV if required' section shows a message 'You have reached the limit of 1 file' and a file upload area with a file named 'Stephanie Brown curriculum vitae 2020.pdf (198.33 KB)' and a 'Delete File' button. The 'Executive Summary' section has a rich text editor with a toolbar. The 'Upload Optional of Executive Summary File' section shows a message 'Drop files here or click to upload' and a file upload area with a file named 'Stephanie Brown Overall Teaching Summary of Second Academic Year.pdf (103.46 KB)' and a 'Delete File' button. The 'Teaching Narrative' section has a rich text editor with a toolbar. Arrows and boxes indicate steps 5, 6, 7, and 8.

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