

Who Needs to File an Annual Faculty Report (AFR)

These are the criteria for submitting a report:

- 1) The faculty member has taught at AUC for either or both of the 2018 semesters (spring 2018, fall 2018)
- 2) The faculty member has a contract that continues beyond the end of the 2018-2019 academic year, so will need to be reviewed for satisfactory performance and perhaps consideration for a step increase.

Instructions for Use of E.Repertoire for Faculty

Description: *E.Repertoire for Faculty* is a tool, supported by Digital Measures and customized to meet AUC's needs, to enter research and faculty activities into a database. It will support historical data maintenance for faculty as well as reporting for both personal and institutional purposes. The software supports production of the Annual Faculty Report (AFR), Annual Faculty Publications Booklet, the AACSB accreditation reports for the Business School, a customized Faculty CV and many other reports related to the research productivity of AUC faculty. Our goal with this software is to minimize redundant reporting of information by faculty, reduce paper, and increase transparency.

Technical: *E.Repertoire for Faculty* is web-based and is cross-compatible with most modern browsers including Internet Explorer, Mozilla Firefox, Google Chrome, and Apple Safari. Please note, however, that some of the functionality (PasteBoard, Rapid Reports) may not work with Google Chrome and Apple Safari software. Reports, such as the AFR, can be run in any browser from the "Run Reports" link.

Faculty accounts are password protected and use the same LDAP protocol as used for AUC email log-on. Nobody in the provost office or any other academic office has access to faculty passwords.

General instructions from Digital Measures for use of the software, including a training video, can be found on the [E.Repertoire for Faculty page on the AUC website](#).

Procedures for Calendar Year 2018 Annual Faculty Report Process

General Description: Faculty members enter annual report information into the *E.Repertoire* database, updating and adding to information during the year. Academic course and course evaluation information is pre-loaded from Banner and the course evaluation system and faculty data comes from the SAP. Faculty are able to choose, as always, what they believe is important to report for their annual review according to the categories currently included on the annual faculty report form. They also complete a self assessment and set plans and goals for the next year, again answering the same questions as in prior years.

Once the information is entered, and the due date for submission to the department has passed, the system will generate the AFR at the request of the Department Chair for review and evaluation. The Chair will complete the Department Evaluation through an on-line portal in E.Repertoire. The AFR will then be

generated for the Dean for final recommendation to the Provost. Department Chairs and Deans have access only to system generated reports on activities their faculty have decided to load to the system; **they cannot sign in to faculty accounts and they cannot request AFR's for faculty not in their departments or schools.**

Communication with the faculty member in this process is according to procedures documented on the AFR. Once the Department Chair enters the evaluation and recommendation for the increase, it will be shared with the faculty member through automated posting on the faculty member's E.Repertoire account. There will be an opportunity for communication between the Chair and faculty member before the AFR is generated for the Dean; there will also be an opportunity for the faculty member to post a comment on the evaluation. The Dean will post the School recommendation to an on-line portal which will be shared with the faculty member prior to review by the Provost. The complete report is available to the faculty member, the Chair, the Dean and the Provost. There is no change to the appeals process.

Due Dates:

Submission by the faculty member to the Chair/Director: February 15*

Submission by the Chair/Director to the Dean: March 15*

Submission by the Dean to the Provost: April 15*

** If the deadline happens to be a holiday or a weekend, the deadline will shift to the following working day.*

Procedures for Preparation of Annual Faculty Report for Calendar Year 2018

1. Faculty who have not used the *E.Repertoire* software are advised to watch the training video <http://www.digitalmeasures.com/aitraining/>.
2. If you encounter problems, you can send a ticket by clicking on the "Help" link on the left of the *E.Repertoire* screen.

Please note that you can import files or examples of your work into the *E.Repertoire* database, which is a good way to maintain records for future years. Also, a new feature will offer access to files of the types listed below to your Department Chair or Dean when the Annual Faculty Report is generated, so you do not have to send them as attachments to your Chair. Files that will be available with the AFR are:

- a. Syllabus, Student Evaluations, Other Forms of Evaluation – Scheduled Teaching Screen
 - b. Relevant files – Teaching Narrative Screen
 - c. Movie, art, audio files – Artistic and Professional Performances and Exhibits Screen
 - d. Full text uploaded on Intellectual Contributions Screen
 - e. Award letter, Grant status report – Contracts, Fellowships, Grants and Sponsored Research Screen
 - f. Relevant files – Research Narrative Screen
 - g. Relevant files – Service Narrative Screen
3. Enter activities for Calendar Year 2018 (January 1, 2018 – December 31, 2018).
 - a. Click on "Manage Your Activities" link
 - b. Under any menu item, click on "Add a new item" to add information or use the edit feature to edit anything that is already in the system. When you have completed an entry, or want to

move to something else, make sure to “Save and Return” so you do not lose your work. You can return to update incomplete items at any time through the “edit” function. You can change the end date of a 2017 activity to extend into 2018 if you are reporting it for multiple years. You may also need to add completion dates in 2017 for activities reported on the previous AFR if these activities ended in 2017; otherwise they may report again in 2018.

- c. Under “Manage Your Activities” link, there are two sublinks “Rapid Reports” and “PasteBoard”. The “Rapid Reports” feature allows you to run the Annual Faculty Report or the “All Data” Report at any time for any span of dates so you can see what you have entered in the system for 2018 and in the past (if the tabs do not work with your browser, you can get the same reports from the Reports link). The “PasteBoard” feature supports dragging information from documents that you paste to the pasteboard to fill text on multiple screens, and is a great tool. The video (<http://www.digitalmeasures.com/aitraining/>) describes its use.
- d. Review General Information Screens
 - i. Some fields cannot be updated (they are “Read Only”). These were pre-loaded from SAP, Banner or Course Evaluation systems. If you find errors in these fields, please click on the “Help” link on the left of the screen and report the error and the correct information so they can be changed on the core system.
 - ii. Enter any new general information relating to calendar year 2018.
- e. Enter information for Teaching Activities
 - i. You will notice that the Scheduled Teaching screens are pre-filled with data from Banner and the Course Evaluation systems and are “Read Only”. If you see errors in these fields, please click on the “Help” link on the left of the screen and report the error and the correct information so they can be changed on the core system.
 - ii. In these and all screens, use drop-down categories whenever possible. If you want to report an activity that does not fit in one of the drop-down categories, use the “Other” category and enter a text description.
 - iii. Be sure to ENTER DATES for each activity. The 2018 report will not pick up activities that it does not recognize as belonging to calendar year 2018.
 - iv. You will need to upload on the Schedule Teaching screen copies of individual course evaluations for each course in order for these to be viewed by the Chair.
 - v. **THE TEACHING NARRATIVE IS REQUIRED FOR THE ANNUAL FACULTY REPORT.**
- f. Enter information for Research, Professional, and Creative Endeavors
 - i. Again, use drop-down categories. If you do not see one that fits, look on other related screens. Run the “All Data” report for 2017 to see where you put things last year.
 - ii. **THE RESEARCH NARRATIVE IS REQUIRED FOR THE ANNUAL FACULTY REPORT.**
- g. Enter information for Service categories
 - i. **THE SERVICE NARRATIVE IS REQUIRED FOR THE ANNUAL FACULTY REPORT.**
- h. Evaluation
 - i. This category is only for the Annual Faculty Report process.
 - ii. **SELF EVALUATION IS REQUIRED FOR THE ANNUAL FACULTY REPORT.**
 - iii. Please download student evaluation comments for each course taught from <http://evaluation.aucegypt.edu/results> and upload them on the appropriate Scheduled Teaching page on E.Repertoire. Also, please upload in the same place a copy of the syllabus for each course.

4. Run Annual Faculty Report

- a. Use either the “Rapid Reports”, a sublink placed under “Manage your Activities” link, or the “Reports” link. This report can be run multiple times. It is a good way to check what has been

- entered. Preferably run the report in PDF format so you are not tempted to make changes directly to it.
- b. Select the report type of “Annual Faculty Report” and date range of January 1, 2018 – December 31, 2018.
 - c. All items you have entered should show on the report. Any questions where you have not entered data will show as N/A. If you do not see something you have entered on the report:
 - i. Go to “Manage Your Data” and select the screen where you entered the information. Select “edit” to review the entry. Check to be sure that the date range is entered for calendar year 2018. If it is, then click on “Help” to report the problem and we will work with you and the Digital Measures support team, as required, to make sure it is included.
 - ii. Run the “All Data” report in the reports link to see exactly what you have entered for all the screens in your database.
 - d. Once the report looks correct, you are done. The system will provide the report to your Chair after the due date. **To submit additional information** as part of your Annual Faculty Report (course evaluation details or examples of your work), make sure that they are loaded to E.Repertoire using the activity screens referenced in section 2 above.