THE AMERICAN UNIVERSITY IN CAIRO
Office of the Provost

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 during the calendar year 2023 (spring 2023 and/or fall 2023)

2) The faculty member has a contract that continues beyond the end of the 2023-2024 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 Watermark and customized to meet AUC's needs, to enter research and faculty activities into a database. It supports 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, the ABET accreditation reports for the School of Sciences and Engineering, a customized Faculty CV and many other reports related to the research productivity of AUC faculty.

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 Office of the Provost or any other academic offices has access to faculty passwords. To login to E.Repertoire, you use your AUC's email address credentials (same username and password).

General instructions from Watermark 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 2023 Annual Faculty Report Process

General Description: Faculty members enter and update their information any time during the year. Academic course information is pre-loaded from Banner, the student evaluation of instruction results is pre-loaded from Blue Course Evaluation Software and faculty information are pre-loaded from 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.

It is advisable to run the AFR template to see which section on the tool feeds in each question. To do so, from the "Reports" link on top of the page, select the Annual Faculty Report from the list of reports. Right under the name of the report on the page where you set the date range, click on "Download this report's template".

‹ **Run Annual Faculty Report**

Download this report's template

Run Report

| 1 | Date Range | | Start Date | January | 01 | 2021 |
| | | | End Date | December | 31 | 2021 |

In the template, there are boxes placed after each question. These boxes list the sections (or screens) that feed in each question. For example, question 1 "Student Evaluations" displays the data provided in the screen named "Scheduled Teaching" and so on.

I. Teaching

1. **Student Evaluations**
   A PDF version of the evaluation report is already uploaded here. Please upload a copy of the syllabus for this course.

   Screen: *Scheduled Teaching*
   Items: All records

Course Dept./No. /Syllabus	Semester	Enrollment*	Number of Respondents /Student Evaluation	Median	Mean	Standard Deviation	Overall Department Average
[Course Prefix] [Course Number] /Syllabus	[Term and Year: Term] [Term and Year: Year]	[Official Enrollment Number]	[Number of Respondents] /Evaluation	[Median Course Evaluation Score]	[Mean Course Evaluation Score]	[Standard Deviation]	[Overall Department Average]

   * Enrollment as of the end of the semester

2. **Other forms of evaluation:** If applicable (colleagues' assessments, course/program folders/outcomes, etc.):

   Screen: *Scheduled Teaching* > *Upload Files*</br>A PDF version of the evaluation report is already uploaded here. Please upload a copy of the syllabus for this course.
   Items: All rows
   Criteria:
   1. *Type of File* is equal to "*Other Form of Evaluation*"

   Other forms of evaluation to be attached:

   Upload File

   Screen: *Scheduled Teaching*
   Items: All records
   Criteria:
   1. *Other Form of Evaluation* has a value

   [Other Form of Evaluation]

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 section in E.Repertoire. The AFR will then be generated by 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 generate AFR's for faculty not in their departments or schools.**

Once the Department Chair enters his/her evaluation and recommendation, these will be shared with the faculty member through automated posting on the faculty member's E.Repertoire account. There is an opportunity for communication between the Chair and faculty member before the AFR is generated by the Dean; there is also an opportunity for the faculty member to post a comment on the evaluation. The Dean will post the School recommendation to an on-line section 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.

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 2023

1. Faculty who have not used the *E.Repertoire* software are advised to review this walkthrough article: https://www.digitalmeasures.com/activity-insight/docs/guide.html

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, an available feature offers 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. Syllabi, Student Evaluations of Instruction, Other Forms of Evaluation – Scheduled Teaching Screen
   b. Relevant files – Reflections on Teaching 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 – Reflections on Research Screen
   g. Relevant files – Reflections on Service Screen

3. Enter activities for Calendar Year 2023 (January 1, 2023 – December 31, 2023).

   a. Click on "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 2022 activity to extend into 2023 if you are reporting it for multiple years. You may also need to add completion dates in 2022 for activities reported on the previous AFR if these activities ended in 2022; otherwise, they may report again in 2023.
   c. On the top banner, the Reports tab gives you access to run the AFR, structured reports for some disciplines and some academic leadership roles, and customize your own report of all data available on the tool.
   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 2023.

  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 2023 report will not pick up activities that it does not recognize as belonging to calendar year 2023.
      iv. You will find the pdf reports for the students' evaluation of instruction for each course listed under the Scheduled Teaching uploaded on E.Repertoire.
      v. Please upload a copy of the syllabus for each course.
      vi. THE REFLECTIONS ON TEACHING DATA 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 "Annual Faculty Report" report for 2022 to see where you put things last year.
      ii. THE REFLECTIONS ON RESEARCH DATA IS REQUIRED FOR THE ANNUAL FACULTY REPORT.

  g. Enter information for Service categories
      i. THE REFLECTIONS ON SERVICE DATA 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.

4. Run Annual Faculty Report
  a. Use either the "Rapid Reports" link, or the "Reports" tab. 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, 2023 – December 31, 2023.
  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. Click on "Activities" 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 2023. If it is, then click on "Help" to report the problem and we will work with you and the Faculty Success support team, as required, to make sure it is included.
      ii. Run the "Annual Faculty Report" 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. After the due date, the Chair will login and run the report. **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.