Faculty Annual Report Guide: Honors

Contents

Honors Overview

▼ Honors						Help
Honor/Award Title ⇕	Year Conferred ⇕	Conferring Organization ⇕	Description / Details ⇕	Start Semester ⇕	End Semester ⇕	Actions
AERA Felllow	2018	American Educational Research Association		Spring 2018	Spring 2018	✏ ✕ ▣
Add						

The Honors Form enables you to list any awards or honors you have received. To create an Honor activity, click on the [Add] button.

Any previously reported Honors or Awards will also be listed and you can edit, delete, or duplicate any of the previously created Honors Forms.

Honors Section A: Input Form (Required)

Appearance

Editing

All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

<u>Required</u>: Specify the start and end semester you received the honor (see p. 5), the title of the honor/award, and year conferred.

<u>Optional</u>: The conferring organization and a description or additional details.

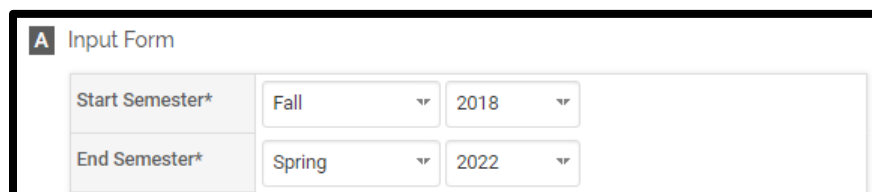# Honors Section B: Attachments (Optional)

Appearance

OR

Editing

<u>Optional</u>: You can upload file attachments or provide a URL to a website relevant to your Honor or Award.

Tagging an Honor or Award with a Semester and Year

For each Honor or Award, you must tag it with a start and end semester and year. This is how it is pulled into your Faculty Annual Report (e.g., an Honor tagged Fall 2018 through Spring 2022 will show up in your 2018, 2019, 2020, 2021, and 2022 FARs).