




Faculty Annual Report Guide: Honors


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Honors Overview

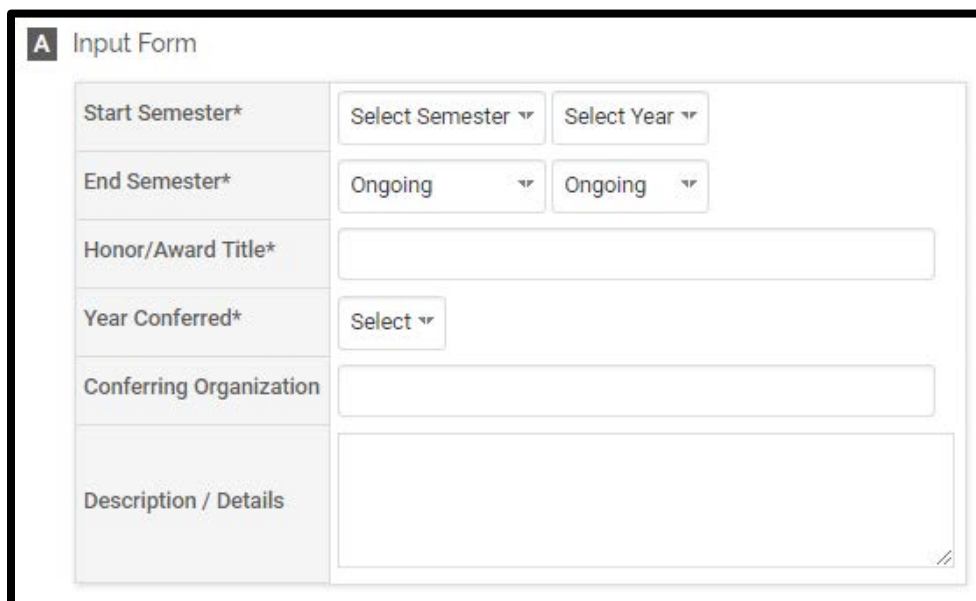
Honor/Award Title	Year Conferred	Conferring Organization	Description / Details	Start Semester	End Semester	Actions
AERA Fellow	2018	American Educational Research Association		Spring 2018	Spring 2018	  

[Add](#)

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

The screenshot shows a web form titled "A Input Form". The form is divided into several sections with labels on the left and input fields on the right. The labels are: "Start Semester*", "End Semester*", "Honor/Award Title*", "Year Conferred*", "Conferring Organization", and "Description / Details". The input fields are: "Select Semester" and "Select Year" (both dropdown menus), "Ongoing" and "Ongoing" (both dropdown menus), a text input field, "Select" (dropdown menu), another text input field, and a large text area with a small icon in the bottom right corner.

Start Semester*	Select Semester ▾	Select Year ▾
End Semester*	Ongoing ▾	Ongoing ▾
Honor/Award Title*	<input type="text"/>	
Year Conferred*	Select ▾	
Conferring Organization	<input type="text"/>	
Description / Details	<input type="text"/>	

Editing

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

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

Optional: The conferring organization and a description or additional details.

Honors Section B: Attachments (Optional)

Appearance

The screenshot shows a form titled "Attachments" with a table structure. The table has three columns: "Attachment Type", "Attachment", and "Type". The "Attachment Type" column contains a dropdown menu with "File" selected. The "Attachment" column contains an "Upload File" button and the text "no file uploaded". The "Type" column contains a "Select" dropdown menu. Below the table is a blue "Add Another" button.

Attachment Type	Attachment	Type
File	Upload File no file uploaded	Select

Add Another

OR

The screenshot shows a form titled "Attachments" with a table structure. The table has three columns: "Attachment Type", "Attachment", and "Type". The "Attachment Type" column contains a dropdown menu with "URL" selected. The "Attachment" column contains a text input field with the URL "http://www.interfolio.com". The "Type" column contains a "Select" dropdown menu. Below the table is a blue "Add Another" button.

Attachment Type	Attachment	Type
URL	http://www.interfolio.com	Select

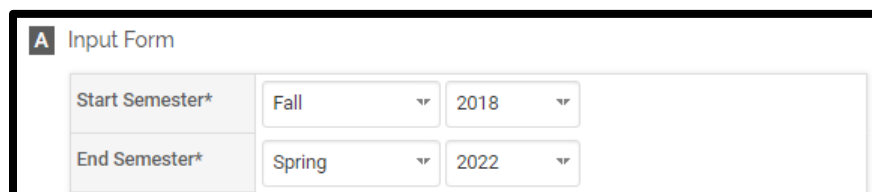
Add Another

Editing

Optional: 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).



The image shows a screenshot of a web form titled "Input Form". It contains two rows of dropdown menus. The first row is labeled "Start Semester*" and has two dropdowns: the first is set to "Fall" and the second is set to "2018". The second row is labeled "End Semester*" and has two dropdowns: the first is set to "Spring" and the second is set to "2022".

Input Form			
Start Semester*	Fall	2018	
End Semester*	Spring	2022	