

Faculty Annual Report Guide: Honors

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Honors Overview

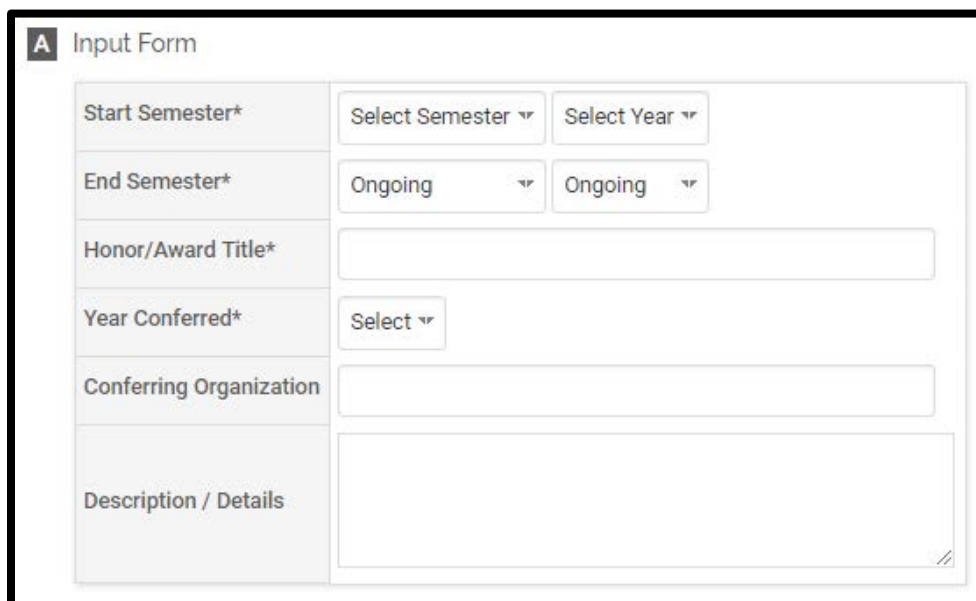
Honor/Award Title	Year Conferred	Conferring Organization	Description / Details	Start Semester	End Semester	Actions
AERA Fellow	2018	American Educational Research Association		Spring 2018	Spring 2018	

[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:

- Start Semester***: Two dropdown menus labeled "Select Semester" and "Select Year".
- End Semester***: Two dropdown menus labeled "Ongoing" and "Ongoing".
- Honor/Award Title***: A single-line text input field.
- Year Conferred***: A dropdown menu labeled "Select".
- Conferring Organization**: A single-line text input field.
- Description / Details**: A large multi-line text area with a small icon in the bottom right corner.

Editing

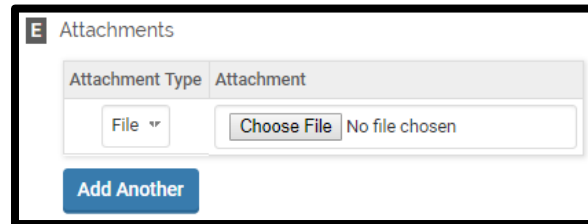
All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

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.

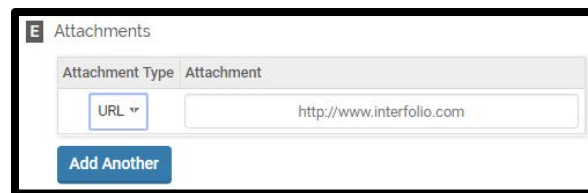
Honors Section B: Attachments (Optional)

Appearance



The screenshot shows a form titled "Attachments" with a tab labeled "Attachment Type". Below the tab, there is a dropdown menu set to "File" and a "Choose File" button. To the right of the button, it says "No file chosen". Below these elements is a blue "Add Another" button.

OR



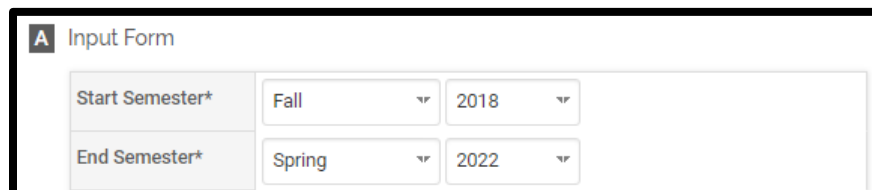
The screenshot shows a form titled "Attachments" with a tab labeled "Attachment Type". Below the tab, there is a dropdown menu set to "URL" and a text input field containing the URL "http://www.interfolio.com". Below these elements is a blue "Add Another" button.

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 dropdown menus: the first is set to "Fall" and the second is set to "2018". The second row is labeled "End Semester*" and has two dropdown menus: the first is set to "Spring" and the second is set to "2022".

Field	Value 1	Value 2
Start Semester*	Fall	2018
End Semester*	Spring	2022