

# Faculty Annual Report Guide: Previewing and Submitting Your Report

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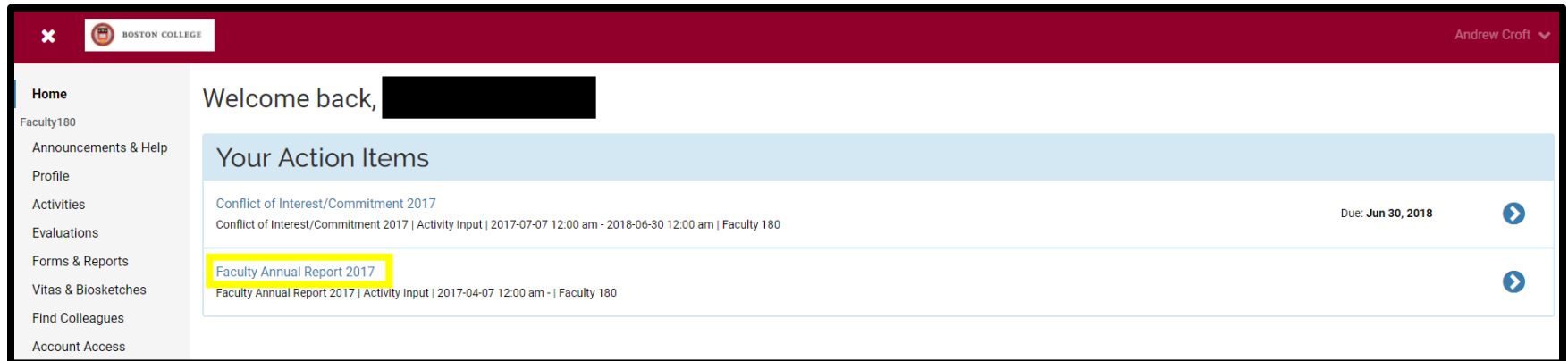
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## Previewing and Submitting Your Report Overview

After you have entered and updated all your activities and have completed the Conflict of Interest/Commitment Form, you are ready to preview and submit your Faculty Annual Report. If you wish to make changes after you submit your report, you may update activities anytime.

## Previewing Your Report: Option 1

1. Access your FAR by going to your Home page: Click **20XX Faculty Annual Report** (note the year will be updated annually).



## 2. Click **Preview CV**.

**i** If you have questions/feedback on the system, or if you notice any incorrect data in your records, please email [bcfarhelp@bc.edu](mailto:bcfarhelp@bc.edu)

2018 Faculty Annual Report

**Activity Period**  
Spring 2018 - Fall 2018

**Status**  
Not Submitted, Last updated on Nov 28, 2018

**Preview**  
Preview CV

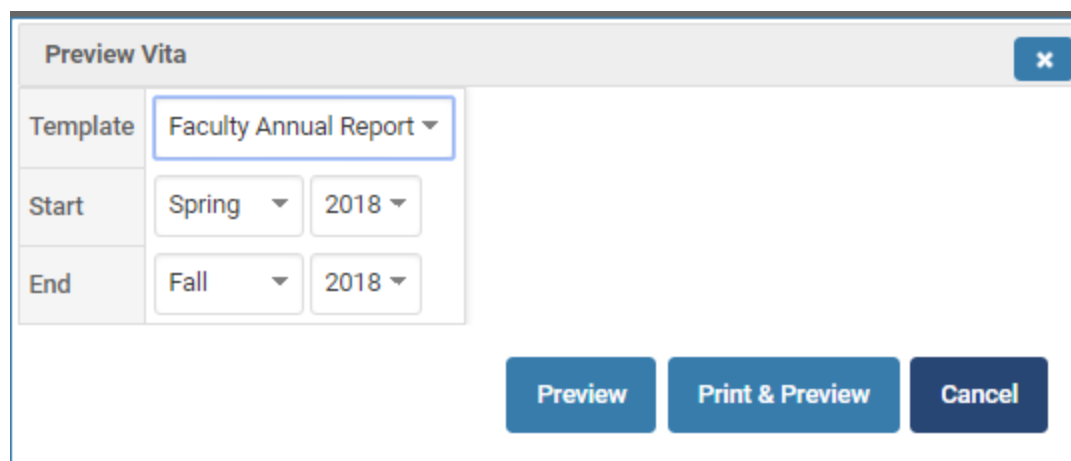
**Submit** **Save and Go Back** **Cancel**

**Jump to Section** Show All | Hide All

**Instructions**  
**i** Please review all the information below. When all sections have been confirmed, click "Submit For Review."

▶ Teaching		<b>?</b> Help
▶ Advising		<b>?</b> Help
▶ Student Supervision		<b>?</b> Help
▶ Scholarly Contributions and Creative Productions	<b>ACTIVITIES REQUIRE YOUR ATTENTION</b>	<b>?</b> Help
▶ Grants		<b>?</b> Help
▶ Service: Institutional Committees	<b>ACTIVITIES REQUIRE YOUR ATTENTION</b>	<b>?</b> Help
▶ Service: Other Institutional Service	<b>ACTIVITIES REQUIRE YOUR ATTENTION</b>	<b>?</b> Help
▶ Service: Professional		<b>?</b> Help
▶ Service: Community	<b>ACTIVITIES REQUIRE YOUR ATTENTION</b>	<b>?</b> Help
▶ Faculty Development Activities Attended		<b>?</b> Help
▶ Consulting		<b>?</b> Help

3. The following window will appear. Select a start and end semester (Spring 2018 and Fall 2018 for your 2018 report for example).

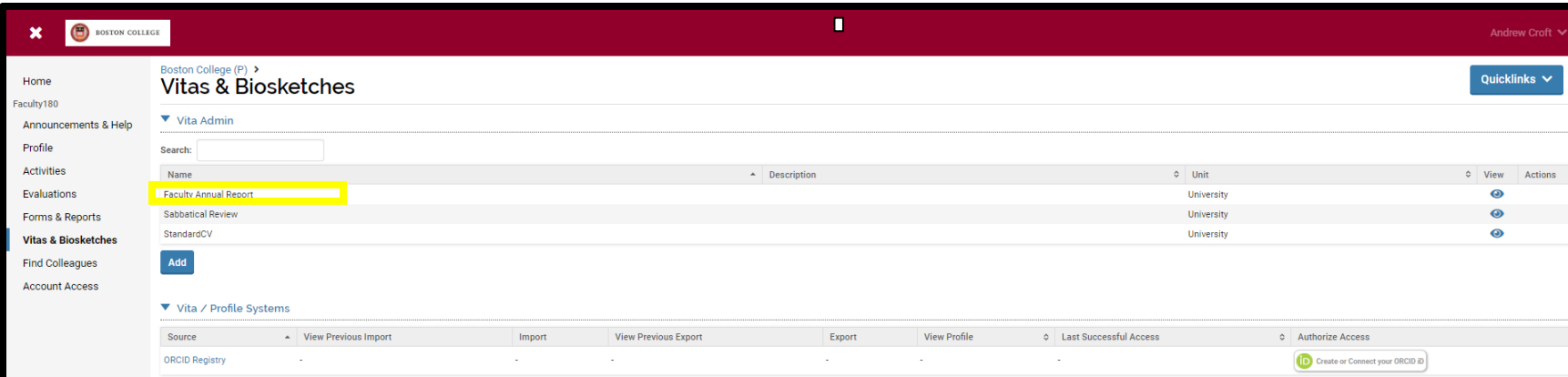


The image shows a software dialog box titled "Preview Vita". It features a close button (X) in the top right corner. The main area contains three rows of dropdown menus. The first row is labeled "Template" and is set to "Faculty Annual Report". The second row is labeled "Start" and is set to "Spring" and "2018". The third row is labeled "End" and is set to "Fall" and "2018". At the bottom of the dialog, there are three buttons: "Preview", "Print & Preview", and "Cancel".

4. Click **Preview** and a pop-up browser window will appear with your report. This is exactly how your Faculty Annual Report will appear to your department chair or dean when they download it. Your COI/COC Form appears at the end of the report. If you click **Print & Preview**, then the printer dialog menu will also open to enable you to print out the report immediately.

## Previewing Your Report: Option 2

1. Click on the Vitas and Biosketches on the left-side menu.



The screenshot shows the Boston College Vitas & Biosketches interface. The left sidebar contains a menu with the following items: Home, Faculty180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, **Vitas & Biosketches**, Find Colleagues, and Account Access. The main content area is titled "Boston College (P) > Vitas & Biosketches" and includes a "Quicklinks" button. Under the "Vita Admin" section, there is a search bar and a table with the following columns: Name, Description, Unit, View, and Actions. The table contains three rows: "Faculty Annual Report" (highlighted in yellow), "Sabbatical Review", and "StandardCV". The "View" column for each row contains an eye icon. Below the table is an "Add" button. Under the "Vita / Profile Systems" section, there is a table with columns: Source, View Previous Import, Import, View Previous Export, Export, View Profile, Last Successful Access, and Authorize Access. The "Source" column contains "ORCID Registry". A "Create or Connect your ORCID ID" button is located at the bottom right of the interface.

2. On the row that says “Faculty Annual Report,” click on the eye icon  on the far right.

3. A new webpage will open. The default Vita Options for report **Type** (Faculty Annual Report – University) is correct, as shown below, but you must select the begin and end semesters of the calendar year to display the correct **Date Range** for your FAR. Change the Begin semester to Spring and End semester to Fall of the calendar year, and

then click  to update the display of your FAR. Your COI/COC Form appears at the end of the report.

[Boston College \(P\)](#) > [Vitas & Biosketches](#) >

## Vitas & Biosketches

View Vita

Vita Options

Type\*  Institutional  Personal

Faculty Annual Report (University) ▼

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Date range\*  All  Custom

Begin\* Spring ▼ 2018 ▼ End\* Fall ▼ 2018 ▼

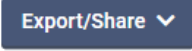
Hide date range in vita output

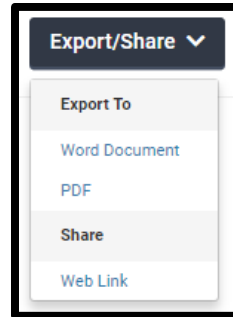
Note: date range only applies to items from activity input


Refresh Vita

Export/Share ▼

Print

4. Click  to export your report into a Word document or PDF. It is recommended that you do not share your FAR using the Web Link option.



Click  to print out your FAR. A new browser window will open, displaying your report, then you must use your browser menu to print it (i.e., the print dialog menu will not automatically appear).



## Submitting Your Report

Boston College (P) > Forms & Reports >

## Forms & Reports

Activity Input Quicklinks ▾

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2018 Faculty Annual Report

<b>Activity Period</b> Spring 2018 - Fall 2018	<b>Status</b> Not Submitted, Last updated on Nov 28, 2018	<b>Preview</b> <a href="#">Preview CV</a>
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[Submit](#) [Save and Go Back](#) [Cancel](#)

[Jump to Section ▾](#) Show All | Hide All

**Instructions**

**i** Please review all the information below. When all sections have been confirmed, click "Submit For Review."

To submit your Faculty Annual Report, go to the **20XX Faculty Annual Report** page by (1) going to your Home page and clicking on the **Faculty Annual Report** under your Action Items or (2) going to **Forms & Reports** from the left hand side menu and clicking on the **20XX Faculty Annual Report** under Initiated Activity Input Forms. From this menu (shown above), click on the **Submit** button. If there are unresolved items, a pop-up window will appear asking you to update or complete the required information. Otherwise, it will submit your Faculty Annual Report. You can confirm that the FAR has been submitted when it disappears from your list of action items on the Home page.

Even though submitted, you can still update the activities you have reported through the **Activities** section on the left hand side menu. You can also continue to preview your report through the **Vitas & Biosketches** section of the left hand side menu. Follow the instructions from "Previewing Your Report: Option 2" on page 6 above.