

Faculty Annual Report Guide: Narrative

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Narrative Overview



The Narrative Form enables you to describe your goals and accomplishments. To create a Narrative, click on the  button.

Any previously created Narratives will also be listed and you can edit, delete, or duplicate any of the previously created Narratives.

Narrative Section A: Input Form (Required)

Appearance

A Input Form	
Start Semester*	Select Semester ▾ Select Year ▾
End Semester*	Ongoing ▾ Ongoing ▾
Narrative	<p>+ ▾ 11pt ▾ B <i>I</i> <u>U</u> [Text Alignment Icons] [List Icons] <i>I</i>_x</p> <p><></p> <hr/> <p>0 WORDS <small>edit</small></p>
Goals for Next Year	<p>+ ▾ 11pt ▾ B <i>I</i> <u>U</u> [Text Alignment Icons] [List Icons] <i>I</i>_x</p> <p><></p> <hr/> <p>0 WORDS <small>edit</small></p>
Description	<p>+ ▾ 11pt ▾ B <i>I</i> <u>U</u> [Text Alignment Icons] [List Icons] <i>I</i>_x</p> <p><></p> <hr/> <p>0 WORDS <small>edit</small></p>

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 of the Narrative (see p. 6). It is assumed that you would complete at least one of the optional sections.

Optional: Narrative text, goals for next year, and a description.

Narrative Section B: Attachments (Optional)

Appearance

B Attachments		
Attachment Type	Attachment	Type
File ▾	Upload File	no file uploaded
Add Another		Select ▾

OR

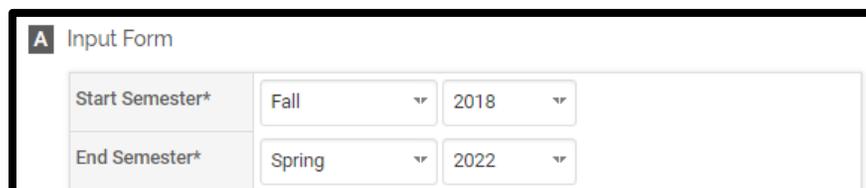
B Attachments		
Attachment Type	Attachment	Type
URL ▾	http://www.interfollo.com	Select ▾
Add Another		

Editing

Optional: You can upload file attachments or provide a URL to a website relevant to your Narrative.

Tagging a Narrative with a Semester and Year

For each Narrative, 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., a Narrative 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
Start Semester*	Fall 2018
End Semester*	Spring 2022