

Faculty Annual Report Guide: Previewing and Submitting Your Report

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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).

The screenshot displays the Boston College Faculty Annual Report (FAR) interface. At the top, there is a dark red header with the Boston College logo and a search bar. Below the header, a navigation menu on the left lists various options: Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, and Account Access. The main content area is titled 'My Tasks' and shows a summary of tasks: 1 Unread Task and 0 Read Tasks. Below this summary is a table with columns for 'Title' and 'Due Date'. The table contains one entry: '2020 Faculty Annual Report' (highlighted in yellow) with a sub-entry 'Activity Input | 2020-11-09 1:37 pm - Ongoing'. At the bottom left, there is a copyright notice: '© 2020 Interfolio, Inc. Program Policies'.

2. Click Preview.

i If you have questions/feedback on the system, or if you notice any incorrect data in your records, please email bcfarhelp@bc.edu

2020 Faculty Annual Report

Activity Period: Spring 2020 - Fall 2020 Status: Not Submitted, Last updated on Nov 9, 2020 0 **Preview** (Preview button highlighted in yellow)

[Submit For Review](#) [Save and Go Back](#) [Cancel](#)

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

The screenshot shows a window titled "Preview Vita" with a close button in the top right corner. The window contains a form with the following fields:

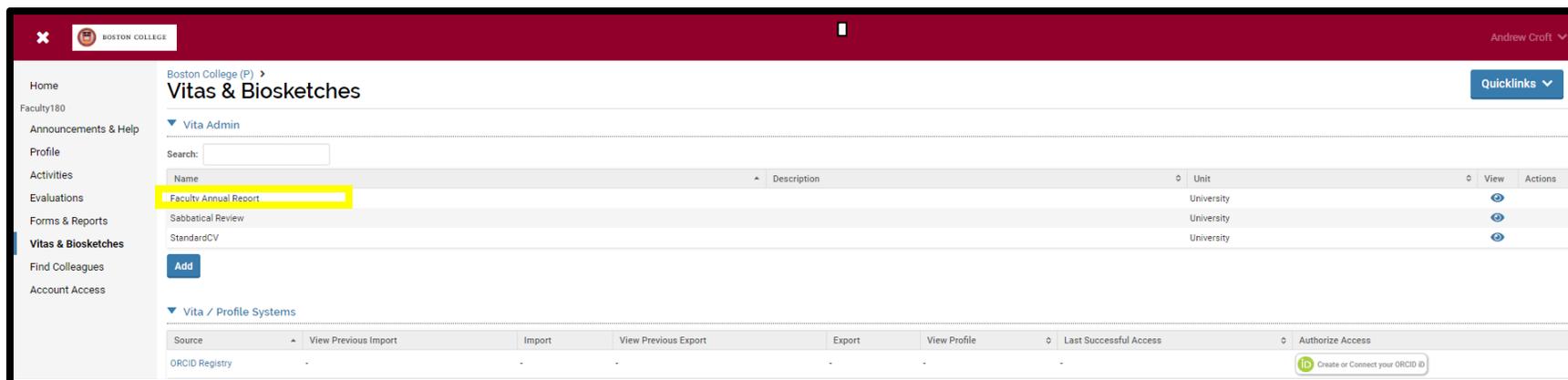
- Template:** Faculty Annual Report (dropdown menu)
- Start:** Spring (dropdown menu) and 2018 (dropdown menu)
- End:** Fall (dropdown menu) and 2018 (dropdown menu)

At the bottom of the window, there are three buttons: "Preview", "Print & Preview", and "Cancel".

- 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 displays the Boston College Vitas & Biosketches interface. The left sidebar contains a navigation 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 data:

Name	Description	Unit	View	Actions
Faculty Annual Report		University		
Sabbatical Review		University		
StandardCV		University		

Below the table is an "Add" button. Under the "Vita / Profile Systems" section, there are buttons for "View Previous Import", "Import", "View Previous Export", "Export", "View Profile", "Last Successful Access", and "Authorize Access". At the bottom, there is a "Create or Connect your ORCID iD" button.

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) ▼

Date range* All Custom

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

Hide date range in vita output

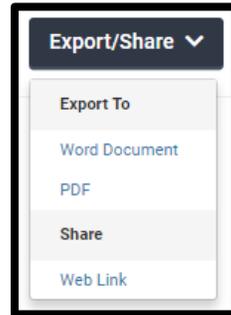
Note: date range only applies to items from activity input

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 Quicklinks

Activity Input

! If you have questions/feedback on the system, or if you notice any incorrect data in your records, please email bcfarhelp@bc.edu

2020 Faculty Annual Report

Activity Period	Status	Preview
Spring 2020 - Fall 2020	Not Submitted, Last updated on Nov 9, 2020	0 Preview

Submit For Review Save and Go Back Cancel

Jump to Section Show All | Hide All

Instructions

! 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 For Review** 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.