FAIS MEMO

From: Bob Schrauf
To: APLNG Faculty
Date: March 14, 2014

This memo is intended to guide you through the entry of your information into the FAIS system for the purposes of my generating the annual review in Spring 2014. As you know, FAIS prompts you for far more information than we currently need to construct the annual reviews, and this sheet indicates what areas are obligatory for Applied Linguistics. Please complete your entries **by April 4, 2014**. You do not need you to send me a separate report. I will access the information directly from the FAIS system myself. That said, you may want to review what I will see in the FAIS system, and there are instructions for doing that at the end of this document.

Here again is the URL for the home page of the Faculty Activity Insight System: http://www.la.psu.edu/faculty-staff/faculty/fais. Once on the Liberal Arts Intranet, click on "Access the Faculty Activity Insight System."

GENERAL INFORMATION SECTIONS

1. Personal and Contact Information:
This is self explanatory. THIS INFORMATION IS NOT FOR PUBLIC USE AND NEED NOT BE AS DETAILED AS YOUR DEPARTMENT FACULTY PAGE. Please note that your bio needs to be less than 30 words. Please keep your teaching and research interests similarly brief. The department's FAX number is 814-863-7986. The general phone number of the department is 814-865-7365. Check your office number and be precise. This data may already be populated for you. Please make changes if there are errors, particularly with office numbers.

2. Permanent Data:
This is self explanatory, and these data should be already populated for you. Please remember that your Penn State appointment began on August 15 of the year in which you were hired. Your promotion to tenure or the rank of Full Professor began on the first date of the fiscal year (July 1) in which you were either tenured or promoted.

3. Yearly Data:
Again, these data will be populated for you from workload sheets.

4. Academic, Government, and Military Positions:
This is only relevant if you hold a concurrent academic appointment at another institution, a government post, or a military post. If not, move on.

5. Administrative Assignments:
This page is ONLY relevant to those doing MAJOR programmatic service (e.g. DGS, Center Director). There is a drop down menu. Please select your service commitment and describe accordingly.

6. Honors and Awards:
Please update your awards and honors for the past 5 years. PLEASE INCLUDE YOUR FELLOWSHIPS AND your teaching, research, and service awards and honors. (NO GRANTS OR CONTRACTS RUN THROUGH OSP, PLEASE. YOU MAY LIST THOSE UNDER "CONTRACTS, GRANTS, AND SPONSORED RESEARCH" IN THE SCHOLARSHIP SECTION). For university or professional award that you received on a particular date please fill in only the END DATE. For an honorary post or fellowship that, say, lasted a year and had a beginning and ending date, please fill in BOTH A STARTING DATE AND AN ENDING DATE.

7. Education:
These fields should already be populated for you. Use the "edit" function (click on the pencil icon) to add information in regard to your degrees.

8. Professional Development:
Use these fields to fill in ONLY professional development such as workshops, computer classes, events by others that you attended to increase your expertise. This does NOT include scholarly conference presentations, talks that you gave, roundtables at which you presented—YOU WILL LIST ALL OF THESE UNDER "PRESENTATIONS, SEMINARS, WORKSHOPS" IN SCHOLARSHIP/RESEARCH (The site mistakenly refers to the place for your conferences as "Service.")

9. Licensures and Certifications:
Not relevant to most of us.

10. Narrative Statement for Annual Review:
This is important. Please give a 500 word overview of your achievements during the Faculty Activity Report (FAR) period—April 1, 2013 to April 1, 2014 for Research and Scholarship, Spring term 2013-Fall term 2013 for teaching. Feel free to mention the classes you are currently teaching (Spring 2014) but of course you will not have SRTE or other evaluations available yet for these courses. If you are a lecturer or senior lecturer, this is the place to describe your programmatic , curricular, and pedagogic accomplishments over the past year. USE THE START DATE APRIL 1, 2013 AND THE END DATE APRIL 1, 2014.

11. and 12. Only relevant to those undergoing tenure and post-tenure review. Please skip.

TEACHING SECTIONS:

1. Academic Advising:
Please use this page to account for the *Honors Students* whose theses you have supervised. Please add each of your students. DO NOT LIST ANY OTHER STUDENTS HERE—NO GRADS, NO GENERAL UNDERGRADS.

2. Student Mentorship and Supervision:
This page should be pre-populated with your graduate students. *Please check names, dates, and involvement type for accuracy*. Please use the box provided to explain your role in helping each of your listed students to create publishable work.

You should also use this page to list all graduate independent studies that you have taught during the FAR period. You will find that designation under the "Involvement Type" drop down menu. Please use the box provided to explain how the independent study resulted in publishable work.

If you have played a *significant role* (read and commented on multiple drafts of a piece) in helping graduate students publish who you are **not** *assisting at the level of a graduate committee or in an independent study*, please SELECT "OTHER" FROM THE DROP DOWN MENU. Use the "Explanation of Other" box to explain your involvement with that student, list the student by name, fill in the title of the student's work, the stage of completion, describe your involvement, indicate only a start date if the article is not yet published, or start and end dates for an article that has been published or accepted for publication.

3. List of Courses Taught in Resident Instruction:
This page should be pre-populated with your courses going back to either the year of your tenure or the year of your promotion, depending. If you are untenured, all of your courses should be listed. Please check for accuracy.

4. SRTE and Teaching Evaluation:
Your page is pre-populated with your SRTE scores for each course you have taught since the year of your promotion or tenure. Please check this for accuracy.

 If you click on the edit pencil for each course link, you will find a series of boxes where you can upload supplementary documents to accompany each course. You may, for example, request that copies of peer evaluations that you have received for the courses listed be uploaded to your FAIS. If you have had peer reviews of your teaching done over this

past year, please email me, and I will send you pdf's of these evaluations. Download them on to your computer. Click on the "Store File" link in the peer review box, browse for the file name of the PDF, and upload to your FAIS.

You may do the same for "supplementary documentation," such as course descriptions and syllabi. Word versions of these materials will be fine.

SRTE comment summaries are relevant *only for those who going up for tenure or promotion*.

5. Narrative for Other Teaching Activities:
I prefer that you leave this section blank and provide this information under #10 above, "Narrative Statement for Annual Review."

SCHOLARSHIP/RESEARCH SECTIONS:

1. Artistic and Professional Performance and Exhibits
Generally doesn't apply to us.

2. Biographical Sketch.
Feel free to enter one if you wish, but I do not need this as part of the annual review. You should have provided some narrative sentences about your research program under "Narrative Statement for Annual Review" under General Information (above).

3. Contracts, Grants, Fellowships, and Sponsored Research:
Please list ONLY GRANTS OR CONTRACTS RUN THROUGH OSP. This is NOT the place, regardless of the section title, to list competitive fellowships that result in money that goes directly to you. Put your fellowships under "Honors and Awards" in the "General Information" section.

4. Offsite Field Research.
If you did research off campus in a particular fieldsite, provide the details here. This does not include collaborative work done with scholars at other universities (unless you went there and gathered data).

5. Publications:
Please update your publications. If you entered pubs last year that were under review or in print, please update them to reflect whatever has occurred since. Particularly important in this regard is the "Date Published" pull down at the bottom of the page. (Obviously, day of the month and the actual month are not so important here, so ignore the day, estimate a month, and give the correct year of publication). If you are a Full Professor, please begin loading in data for at least the last six years to cover the eventual post-tenure review process. Please be as complete as possible in all the information that you provide. For each piece you have generated as a single author, represent your contribution as 100%. Please ignore the button that asks if your venue is "top tier." The designation "top tier" is reserved for the Department's list of Assessment Indicator Presses and Journals. Please, however, be sure to indicate whether or not each piece was peer reviewed using the peer review button.

3. Publication Impact—Articles/Books/Book Reviews:
(This step is not necessary for my annual review. However, this information becomes relevant at promotion, so eventually you will have to do some work here).

4. Publication Impact—Citations.
(This step is not necessary for my annual review. However, this information becomes relevant at promotion, so eventually you will have to do some work here). Please give all publication information in regard to citations of your work and reviews of your work. Please list only those that have appeared during the FAR period. If, however, you have stumbled upon something that was published earlier than the FAR period that you have not yet noted in a previous FAR, please enter the citation or review using the date that citation or review was published. Please, then, make a note of the find in your publication narrative.

5. Presentations, Seminars, Workshops:
Add all scholarly events at which you have PRESENTED your work. Use the drop down menus to describe your involvement. Use Penn State as your "organization." If you both wrote and presented your paper, select "author and presenter."

6. Professional Memberships:
List ONLY your active memberships here. You will have space to describe your officer positions in various societies under "Service."

7. Technology Transferred/Adapted in the Field:
This is ONLY for those who have DEVELOPED technology that they are now employing in either their research or the classroom. Please skip unless you have come up with some amazing software or something.

8. Publicity of Research and Creative Accomplishments:
This is the place to list interviews you have given, television and radio appearances, podcasts about your work, commercial blogs that mention your research and the like. **PLEASE DO NOT INCLUDE MATERIALS THAT ARE ESSENTIALLY CITATIONS OF YOUR WORK.** Scholarly considerations of your work by other scholars BELONG ON THE CITATIONS PAGE.

9. Application of Research Scholarship:
This page is only for those who have developed new products or systems in the context of their research.

10. New Course or Program Development:
Pretty straight forward, but **only for those classes that you have developed and managed to get on the books as permanent offerings** (i.e. you went through the approval process at Faculty Senate). In other words, this is NOT the place to report on the new classes that you added to your repertoire during the FAR period—even if you reconceptualized the course since either you or a colleague taught it. That belongs in your teaching narrative. Program development constitutes the making, say, of a new minor.

11. Editorial Responsibilities:
This page is, it seems, aimed ONLY at journals. If you are editing a book series with a press, please put the name of the press in the box that asks for the name of the journal and indicate [PRESS] next to the name. Describe your role thoroughly in the box provided.

12. Peer Review of Manuscripts, Presentations, etc.
This page allows for those who have served as ad hoc manuscript reviewers AND those who have reviewed manuscripts in their roles as **editors of book series or journals** to record work on a **piece by piece basis**. For those who are editing journals, **please do not bother** to account separately for each piece. For those who are editing book series, please list the books that you personally reviewed in the context of your job if that seems tenable. If not, a general note under "Editorial Responsibilities" will do to give me a sense of the scope of your job.

13. Consulting/Advising:
This page is ONLY for those who have done CONSULTING as defined by the university. If did not supply your expertise as a program reviewer or other such institutional role on a contractual basis, you need not address this page.

14. Narrative for Other Scholarship/Research:
Please use this box to sum up and include in your FAR anything not represented under the above categories.

The Service section is comparatively simple. Please just follow the directions.

IMPORTANT NEXT STEPS:

If you wish to review what I will see, do the following. Once your have everything inputted, return to the main menu. Look to the bottom right of the page and click on the "Rapid Reports" tab. Under the report drop down, select Liberal

Arts Faculty Activity Report. Enter a start date of April 1, 2013 and an end date of April 1, 2014. Select MS Word as your file format and then hit RUN REPORT. Open the FAR that the report generates and look it over for accuracy of content. You may need to go back to some of your inputs and edit accordingly. If things need describing, please use the boxes provided on each FAIS page.