



Faculty Annual Report

User Instructions

Overview

The College (College and Graduate School of Arts and Sciences) Faculty Annual Report site provides an online method for completing and submitting a faculty annual report for review. This site offers the ability to save a report that is in process and continue it at any time, until it is submitted.

The site is compatible with both Windows and iOS operating systems. It only requires a web browser to use. Internet Explorer, Safari, Firefox and Chrome are all supported. If you have support [questions](#), several options are available.

Logging In

The College Faculty Annual Report can be accessed by browsing to:

<https://xxxxxx.eservices.virginia.edu/collegeannualreport>

The screenshot shows a web browser window with the title "NetBadge Web Login". The address bar shows "University of Virginia [US] | https://netbadge.virginia.edu". The page has a red header with the "UNIVERSITY of VIRGINIA" logo. Below the header is a blue banner with the text "NetBadge Web Login" and "NetBadge is a digital 'badge' allowing you to access protected resources on the UVA network".

There are two main login sections:

- Got a UVA Digital Certificate?**: This section includes the text "Log in with your **Digital Certificate**." and a "Log In" button. Below this is a link "(What's this? | Get one now!)" and the text "Less typing. More secure!".
- No Certificate?**: This section includes the text "Log in with your **UVA computing ID and a password**." and a "Log In" button. Below this are two input fields: "UVA computing ID" and "Password". The "UVA computing ID" field is pre-populated with "xxxxxx" and the "Password" field is pre-populated with "xxxxxx". Below the "Password" field is the text "Applicant for admission or SCPS student? Use this option.".

On the right side of the page, there is a grey box titled "Protect Your Privacy!". It contains the text "To log out, completely exit your Web browser when you are finished." and two bullet points: "Windows users: Close all Web browser windows." and "Mac users: Quit your Web browser." Below this is the text "Otherwise, your NetBadge access will last for 9 hours if you're on Grounds (1 hour if you're off Grounds)—and someone else can use your browser to log in as you."

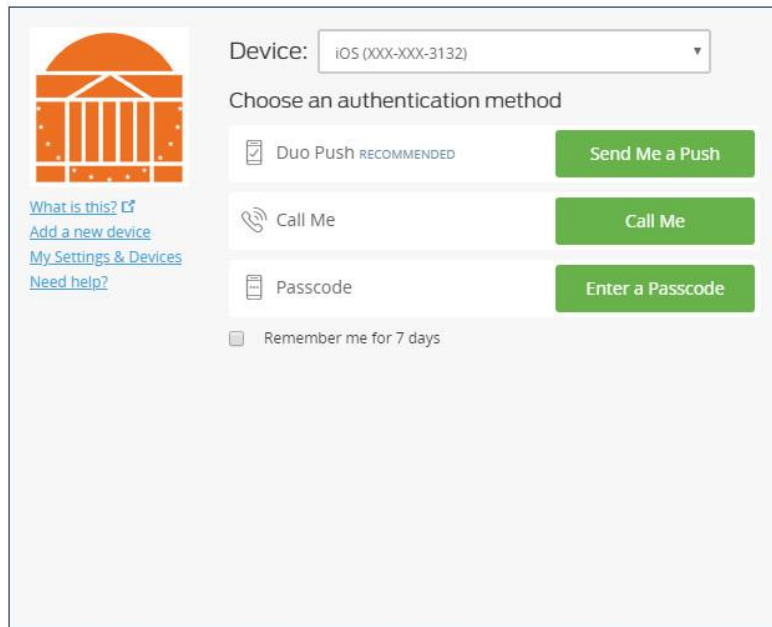
At the bottom of the page, there are links: "Forgot your password?", "Not sure of your Computing ID?", and "About NetBadge". Below these links is a paragraph: "You are attempting to sign into a service run by the University of Virginia. This service is available for authorized use only. All use of this system is subject to the [University's policies](#). By using the University's systems, you acknowledge and consent to these terms." Below this is a line of text: "NetBadge login required by [Shibboleth Identity Provider | https://shibidp.its.virginia.edu/idp/Authn/RemoteUser?conversation=e1s1]" and a copyright notice: "© 2018 by the Rector and Visitors of the [University of Virginia](#)".

If this is your first time to visit the site, log in with either your Digital Certificate or enter your UVA Computing ID and password. If you have logged in to the Annual Report before, your UVA Computing ID and Password will be pre-populated on the form.

Click the  button.

The authentication window shown below displays.


Authentication




You will need the DUO Mobile app on your phone in order to authenticate. If you haven't installed the DUO Mobile app on your phone, you can download it from the Apple Store for iPhones, the Google Play Store for Android phones, or the Microsoft Store for Windows phones.

Open the DUO Mobile app.

Select one of the three authentication methods below.

- If you want your phone to prompt you, click  (the recommended choice). Tap the green band at the top of your phone, then tap Approve.

- If you want to authenticate by receiving a phone call, click



Call Me

. Answer your phone when it rings. Tap 1 on your phone keypad.

- If you want to authenticate by using a passcode, click



Enter a Passcode

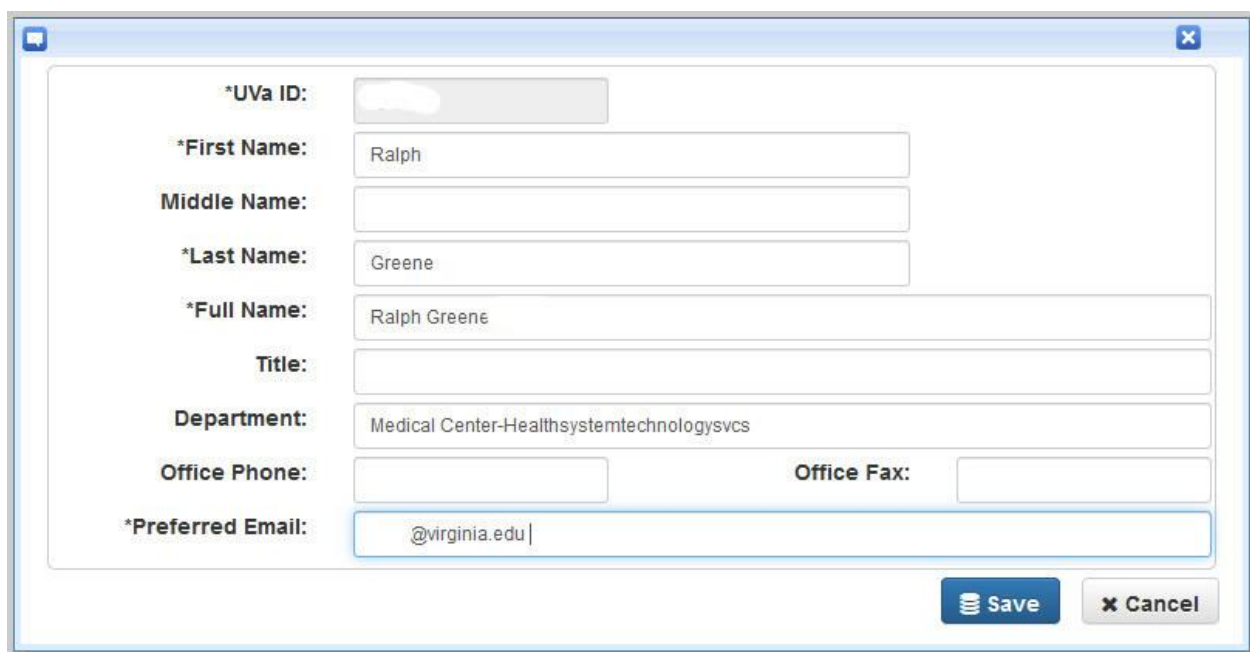
. Tap the down arrow ▼ in the app on your

phone. A passcode in the format XXX XXX displays. Enter this code in the authentication window.

Upon authentication, the [Faculty Annual Report](#) page displays.

Faculty Profile

If this is your first time accessing the site, a box will open enabling you to change and verify the information contained in your Faculty Profile. If this is your first visit, complete the fields with the appropriate information.

A screenshot of a web form titled "Faculty Profile" with a close button in the top right corner. The form contains several input fields: "*UVA ID:" (a small grey box), "*First Name:" (containing "Ralph"), "Middle Name:" (empty), "*Last Name:" (containing "Greene"), "*Full Name:" (containing "Ralph Greene"), "Title:" (empty), "Department:" (containing "Medical Center-Healthsystemtechnologysvcs"), "Office Phone:" (empty), "Office Fax:" (empty), and "*Preferred Email:" (containing "@virginia.edu"). At the bottom right are "Save" and "Cancel" buttons. The "Save" button is blue with a white icon of three stacked papers and the word "Save". The "Cancel" button is grey with a white 'x' icon and the word "Cancel".

*UVA ID:			
*First Name:	Ralph		
Middle Name:			
*Last Name:	Greene		
*Full Name:	Ralph Greene		
Title:			
Department:	Medical Center-Healthsystemtechnologysvcs		
Office Phone:		Office Fax:	
*Preferred Email:	@virginia.edu		

All values can be changed except for your UVA Computing ID.

Note: This data is imported from another system. The First Name and Last Name fields can be changed to reflect your name as you would like it to appear throughout the report, including the upper right corner of the site itself.

Once you have made the necessary changes to your faculty profile, click



To view or update your [Faculty Profile](#), click  at the top right of every page.

Creating your Annual Report

If this is your first Annual Report, the page will be empty, otherwise previously created reports are listed.

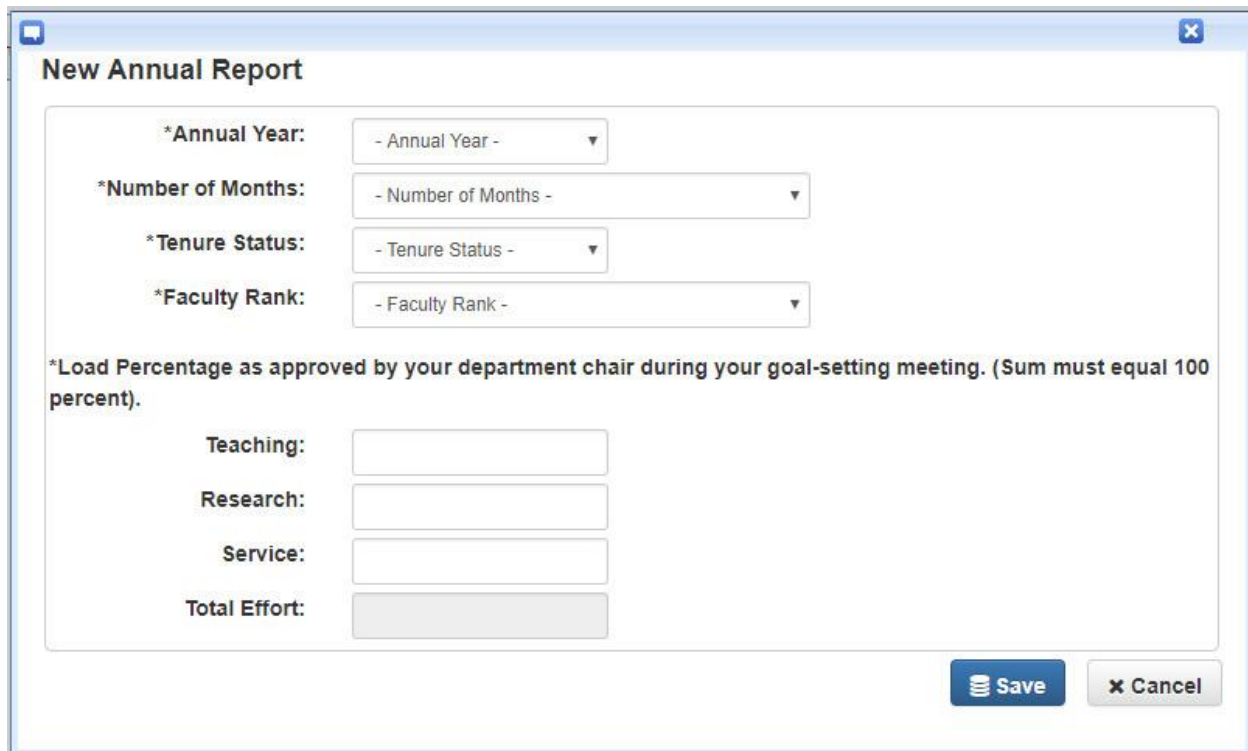


The screenshot shows the 'Faculty Annual Report' home page. At the top, there's a navigation bar with the University of Virginia logo, the text 'COLLEGE and GRADUATE SCHOOL of ARTS & SCIENCES', and the title 'Faculty Annual Report'. On the right, it says 'Ralph Greene' with a 'Log Out' button and links for 'Faculty Profile', 'Home', and 'Help'. Below the navigation bar, there's a '+ New Annual Report' button. The main content area has a table with columns: First Name, Last Name, Faculty Name, Annual Year, Position Type, Appointment Type, Teaching, Load Percentages (Research, Service), and Report Status. The table is currently empty, showing 'No records to display.'

To start a new Annual Report, click



When starting a new report, a New Annual Report window displays.



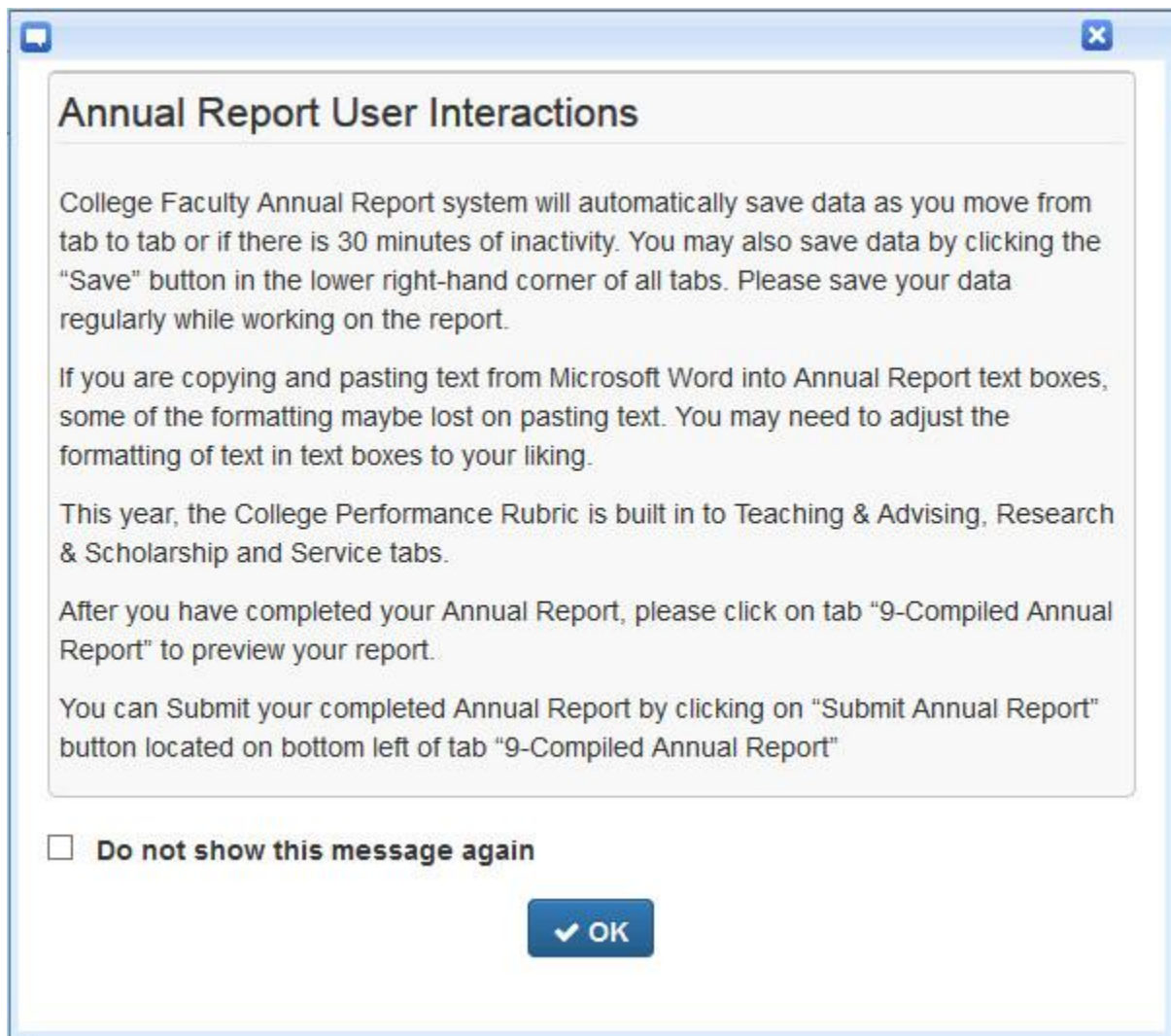
The screenshot shows the 'New Annual Report' form. It has a title bar with a close button. The form contains several dropdown menus: '*Annual Year:', '*Number of Months:', '*Tenure Status:', and '*Faculty Rank:'. Below these, there's a note: '*Load Percentage as approved by your department chair during your goal-setting meeting. (Sum must equal 100 percent)'. This is followed by input fields for 'Teaching:', 'Research:', 'Service:', and 'Total Effort:'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Click on a down arrow ▼ in the first four fields to see a list of options from which to choose.

Complete all fields of the top section before inputting Load Percentage in the lower section. The total workload percentage for Teaching plus Research plus Service must equal 100. Follow the instructions for Load Percentage.

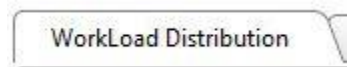
After you have provided all the necessary information, click  .

An Annual Report User Interactions window displays.



After reading the text, click .

The Faculty Annual Report shows your Workload Distribution






and a series of tabs based on your workload. Open each tab and complete the appropriate information. Some tabs allow you to [attach files](#) or [add courses](#). Navigating between tabs automatically saves your changes.

Submitting your Annual Report


The *Compiled Annual Report* tab **9-Compiled Annual Report** compiles data from all of the other tabs and creates a PDF version of your report for submission. Click the tab. When you see the page loading,



do not use the browser's forward or back   buttons, as this may result in lost data. Please allow the time needed to process your request.

If changes need to be made, simply navigate back to the tab needing the change, make the necessary corrections and click  **Save**, then click the *Compiled Annual Report* tab again. This will recreate the report.

When finished, your Faculty Annual Report displays.



UNIVERSITY

VIRGINIA

COLLEGE and GRADUATE SCHOOL

of ARTS & SCIENCES

Faculty Annual Report
Annual Year: 2017
Department: Medical Center-Healthsystemtechnologysvcs

Ralph Greene
@virginia.edu

Number of Months: 12-month
Tenure Status: General Faculty - Practice
Faculty Rank: Assistant Professor

Administrative Appointment:

Workload Distribution			
Teaching	Research	Service	Total Effort
80.00	10.00	10.00	100.00

Teaching & Advising

Teaching & Advising Self Rating:

Teaching & Advising Comments:

From this page you will be able to review all of the information entered into your Annual Report.

After Submitting your Annual Report

Once submitted, the status of your Report will change from *Open* to *Submitted*.

From here the Annual Report will either be returned back to the faculty member with comments, or be accepted for review. If accepted, the status will change to *In Review*. If the report is returned to the faculty member, the status will change to *Returned*. An additional tab will also appear in the Annual Report, labeled *Returned Feedback*.

Make the necessary changes to the Annual Report and re-submit it.

Revising your Annual Report

From the Faculty Annual Report page highlight and click the report you want to revise.


First Name	Last Name	Faculty Name	Annual Year	Position Type	Appointment Type	Teaching	Load Percentages Research	Service	Report Status
Ralph	Greene	Ralph Greene	2017	12-month	General Faculty - Practice	80.00	10.00	10.00	Open

Other topics

Text boxes

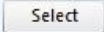
On some tabs there are text boxes for entering your data. Text can be pasted into these boxes as well as being typed in. A bar along the top of boxes offers the typical formatting functions.


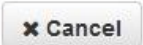
Attaching files

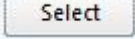
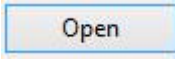

Some tabs offer the ability to add attachments to your Annual Report. To add an attachment, click . The window below describes the file formats that can be uploaded.

Files types that may be uploaded are:

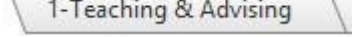
- Microsoft Word (*.doc, *.docx)
- Adobe Acrobat (*.pdf)
- Image Files (*.jpg, *.jpeg, *.png, *.gif)





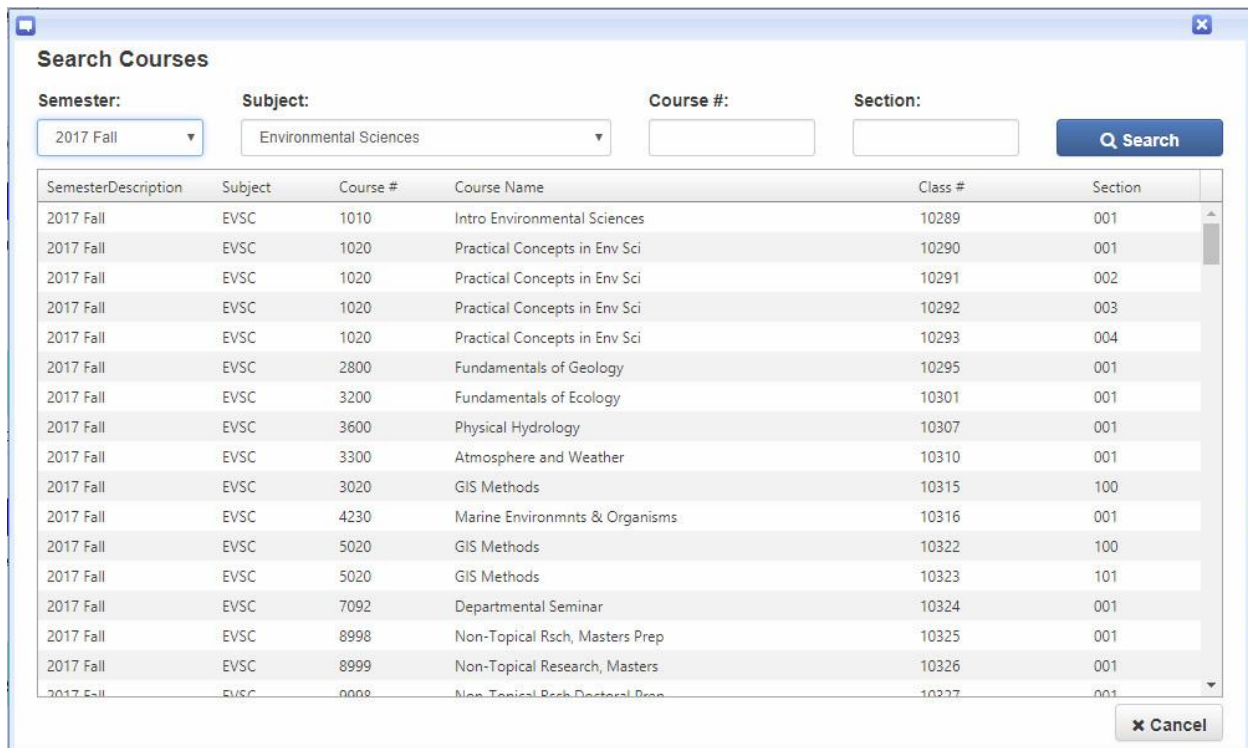
 

To attach a file from your computer, click  and navigate to and select the file(s) you wish to attach, then click . Click  to attach the file(s).

Adding Courses

For some tabs (Teaching & Advising  for example, categories are COURSE TAUGHT, COURSES CO-TAUGHT, and ADVISING & MENTORING) specific activities or accomplishments can be referenced in the Annual Report.

To add these courses, click the respective  button on the right side of the page that matches the tab you are on. The Search Courses window opens. Select the Semester, select the Subject from the list and click the  button.



The Search Courses window is a modal dialog box with a title bar and a close button. It contains a search form with four fields: Semester (a dropdown menu showing '2017 Fall'), Subject (a dropdown menu showing 'Environmental Sciences'), Course # (an empty text box), and Section (an empty text box). To the right of these fields is a blue 'Q Search' button. Below the search form is a table with the following columns: SemesterDescription, Subject, Course #, Course Name, Class #, and Section. The table lists 18 courses, all for the 2017 Fall semester and Environmental Sciences subject. The first row is highlighted. At the bottom right of the window is a 'Cancel' button.

SemesterDescription	Subject	Course #	Course Name	Class #	Section
2017 Fall	EVSC	1010	Intro Environmental Sciences	10289	001
2017 Fall	EVSC	1020	Practical Concepts in Env Sci	10290	001
2017 Fall	EVSC	1020	Practical Concepts in Env Sci	10291	002
2017 Fall	EVSC	1020	Practical Concepts in Env Sci	10292	003
2017 Fall	EVSC	1020	Practical Concepts in Env Sci	10293	004
2017 Fall	EVSC	2800	Fundamentals of Geology	10295	001
2017 Fall	EVSC	3200	Fundamentals of Ecology	10301	001
2017 Fall	EVSC	3600	Physical Hydrology	10307	001
2017 Fall	EVSC	3300	Atmosphere and Weather	10310	001
2017 Fall	EVSC	3020	GIS Methods	10315	100
2017 Fall	EVSC	4230	Marine Environments & Organisms	10316	001
2017 Fall	EVSC	5020	GIS Methods	10322	100
2017 Fall	EVSC	5020	GIS Methods	10323	101
2017 Fall	EVSC	7092	Departmental Seminar	10324	001
2017 Fall	EVSC	8998	Non-Topical Rsch, Masters Prep	10325	001
2017 Fall	EVSC	8999	Non-Topical Research, Masters	10326	001
2017 Fall	EVSC	9000	Non-Topical Resch Doctoral Prep	10327	001

Highlight the desired course by moving your cursor over it and click to select it. The course information appears in the row on the page.

COURSES TAUGHT

List all courses that you taught as your normal academic load. Off-Grounds and Summer courses should be listed ONLY if taught as part of your load. If you taught off-grounds or summer courses beyond your assigned load, include information about these courses in 1d-Additional Teaching.

+ Add Course Taught

Semester	Subject	Course Number	Course Name	Class Number	Class Section	Enrollment	Total Credit Hours	
2017 Fall	EVSC	1020	Practical Concepts in Env Sci	10290	001	<input style="width: 80px;" type="text" value="11"/>	<input style="width: 80px;" type="text" value="11.0"/>	✖

COURSES CO-TAUGHT

Click Save, UNLESS there is a text box to describe your role. In that case, add the appropriate information and then click Save.

Additional courses can be added by repeating this process.

Questions and help

Questions regarding the Annual Report process itself should be directed to your school's academic or administrative dean.