Guide for USM Activity Reporting in Faculty Success

(Previously called the Faculty Extra-instructional Productivity (FEIP))

The <u>USM Policy on Faculty Workload and Responsibilities (II-1.25)</u> describes the USM Guidelines for Reporting Faculty Workload which is intended to acknowledge the full scope of contributions our faculty make to their disciplines, institutions, and the System, while also making clear that student learning remains the central focus of our degree-granting institutions. Considering this, SU is responsible for reporting aggregated data on several key faculty metrics that occurred between June 1, 2023-May 31, 2024.

Like last year, you will receive an email from Watermark Faculty Success which will link to your survey.

5. If everything is correct, go to the top right-hand corner, select *Actions*, and *Submit Report to Chairs'/CHHS School Directors' Archival Step*.

- 6. If you are missing relevant activities, you will need to add them to your *Activities* section in Faculty Success (please see the **Faculty Success Activities Input Guide** below). **Please check that all activity is correctly labeled with a date within the reporting period** (June 1, 2023 to May 31, 2024) otherwise the report will exclude the information from your survey.
- 7. When you return to your survey, please refresh the PDF to incorporate the new information that you just entered in the *Activities* section.
- 8. Revisit Steps 2-7

Faculty Success Input Guide

For purposes of the 2023-24 USM Survey of Faculty Activity, you are only expected to enter information relevant to you in the areas labelled *USM Activity Collection* (highlighted) within the *Activities* area of Faculty Success.

I. Under <u>General</u> <u>Information</u>

A. Awards and Honors (USM Activity

Collection) Report the number of awards from external organizations, professional/disciplinary associations received by you in the reporting year that garnered national, statewide, and/or system-wide recognition for the institution, academic program, and yourself. Examples include awards such as Fulbright scholarships and disciplinary fellowships that support scholarly research. **Required fields:** *Award or honor; Organization/sponsor; Scope; Date received.*

II. Under Scholarship/Research

A. Artistic and Professional Performances and Exhibits (USM Activity Collection)

Report both juried and non-juried scholarly productions in the fine, performing and visual arts. Invited and formally selected works include juried shows, commissioned performances, creative readings, and competitive exhibitions. Non-juried works should be comparable in quality to juried works, but there is no formal selection process. Musical and theatrical performances and readings, gallery shows and exhibitions at the home institution are examples. Required fields: Type of W()TJ(s)TJ(s)TJ(s)C - (T(r))U(h))W()MP / alldhTc 0T(d (d no (c)-TA.9r)-Bn) Sc (s)TJ(sc - (U(r)))

- Single- or joint-author books or monographs written by you and published by an academic or commercial press.
- Refereed journal articles, book chapters, reviews and creative works.

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• Non-refereed journal articles, book chap-1apournr () JJ-0.oociok (s.) JJ/TTap Re-321 1 T-2 (co) 12. Rk b7i3