MUSM Mapping Guide for Faculty Annual Report and Professional Development Plan (FAR-PDP)

In order to complete your FAR-PDP in Activity Insight, you need to login to the system and interact with several screens. MUSM paid and Clinical Affiliate faculty have different login screens.

**MUSM paid faculty login:** [https://oie.mercer.edu/digital-measures/](https://oie.mercer.edu/digital-measures/)  
**Clinical Affiliate faculty login:** [https://digitalmeasures.com/login/mercer/faculty/](https://digitalmeasures.com/login/mercer/faculty/)

Screens within Activity Insight are separated into six categories: 1) General Information; 2) Teaching; 3) Research/Scholarship; 4) Service; 5) Librarianship; and 6) Tenure, Promotion, and Review. Not all screens within these sections pull data for the FAR-PDP – some are used to populate CVs and other reports. It’s not expected that you will have information to report on all of the screens – not all faculty will have media appearances to report, for instance, and most won’t have librarianship activities.

The table below maps sections from the paper FAR-PDP template to screens within Activity Insight. The Faculty Instructions column shows the fields that must be completed within Activity Insight. There are additional fields on all of these screens that you’re encouraged to complete as a part of your record keeping, but they will not pull directly into your annual review. Some of the screens contain data imported from other source systems. If any of the information on these screens is incorrect, please inform Ellen Byron (byron_em@mercer.edu).

*A final note:* instructions for generating your FAR-PDP are on the last page of this document.

<table>
<thead>
<tr>
<th>MUSM Faculty Activity Report and Professional Development Plan (2016 version)</th>
<th>Screen in Activity Insight</th>
<th>Faculty Instructions</th>
</tr>
</thead>
</table>
| **PERSONAL INFORMATION**  
Last Name, First Name, Middle Initial  
Current Academic Rank  
Date Current Rank Started  
At School of Medicine since  
Department | Personal Contact Information | 1. Review for accuracy  
2. Add preferred first and last name, endowed position (if any), and office room number. |
<p>| | Permanent Data | Review for accuracy. |
| | Yearly Data | Review for accuracy. |
| <strong>A. TEACHING</strong> | | |
| 1. <strong>NONCLINICAL TEACHING.</strong> Include courses, blocks, modules, specific lectures, sessions in unassigned courses, clinical skills, and resource sessions). Add rows as | Scheduled Teaching | 1. Open each course record on the summary screen and review for accuracy. <strong>If a course does not appear on your screen, you will need to add information for that course or contact Elaine Arnold about having the course added to the data sheet.</strong> |</p>
<table>
<thead>
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</thead>
</table>
| necessary. | | 2. Complete the following fields:  
  - Teaching Modality (check all that apply)  
  - For Lecture & TBL, provide titles  
  - Number of Contact Hours (total across modalities)  
  - Student Evaluation Narrative (upload file)  
  - Syllabus for this course (upload file)  
| | | 3. Answer service learning questions and identify service category, if applicable |
| 2. CLINICAL TEACHING WITH LEARNERS | Scheduled Teaching | See instructions above. |
| | GME Instruction | Complete the following fields:  
  - Teaching Modalities (check all that apply)  
  - Faculty Role  
  - Residency/Fellowship Program  
  - Clinical Affiliate  
  - Frequency  
  - Primary Learner Audience  
  - Number of Participants  
  - Description  
  - Dates |
| 3. CURRICULUM DEVELOPMENT (Curricular materials developed, major revisions, etc., syllabi, handouts, monographs, cases, etc.) | Teaching Innovation and Curriculum Development | Select the **Activity Type** and complete the following fields:  
  - Course or Program Name  
  - Description of Activity  
  - Research that Reaches Out (QEP) related?  
  - Dates |
| 4. LEARNER ASSESSMENT (Identify methods in which you have engaged assessing learners-SOCA, MCQ, MPRA (Medical Practice Reasoning Assessment), tutorial evaluation, clinical skills assessment | Learner Assessment (medical and masters students) | Complete the following fields:  
  - Course Information (prefix, number, title)  
  - Learner Type  
  - Format  
  - Faculty Role  
  - Dates |
<table>
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</thead>
</table>
| | GME Learner Assessment | Complete the following fields:  
• Assessment Format  
• Faculty Role  
• Residency/Fellowship Program  
• Clinical Affiliate  
• Frequency  
• Primary Learner Audience  
• Number of Participants  
• Description  
• Dates |
| Section not found in FAR-PDP | Library Instruction and Orientation (Medical Librarians only) | This screen captures instruction and orientation provided by librarians to students in a course or other groups. Complete the following fields:  
• Activity  
• Course Prefix, Number, if applicable  
• Event or Course Name, if applicable  
• Course Instructor, if applicable  
• Topic  
• Number of Students/Participants  
• Campus/Site  
• Date |
| Section not found in FAR-PDP | Directed Student Learning | The FAR-PDP (2016 version) does not explicitly ask faculty to report Directed Student Learning. In the past faculty would have likely reported it as part of their teaching and/or advising and mentoring. Activity Insight will report these activities (e.g., serving as a Master’s capstone advisor) as its own subsection in the report.  
Identify your **Involvement Type** and complete the following fields:  
• Course Name, if applicable  
• If School of Medicine Mission related, select category  
• Research that Reaches Out (QEP) related?  
• Student Information (Name, Type, Title, Stage of Completion)  
• Comments about faculty member involvement |
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>5. MENTORING/ADVISING</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| a. Academic Advising: List the name of each student for whom you served as an advisor or mentor. Estimate the number of hours, and make other comments as needed including a description of advising activity | Advising and Mentoring | Assigned Advisees are preloaded in the system. Open each record from the summary screen and review for accuracy. Complete the following fields:  
- Responsibilities/Brief Description  
- Approx. Number of Hours Spent for the Year  
For all other advising and mentoring, you must create new records. Choose Academic Advisor as the Involvement Type and complete the following fields:  
- Responsibilities/Brief Description  
- Approx. Number of Hours Spent for the Year  
- Advisee/mentee information (including campus)  
- Dates |
| b. Mentoring (Include any interest groups or other groups for which you are advisor) | Advising and Mentoring | Choose Career Mentor, Postdoctoral Advisor/Mentor or Other as the Involvement Type and complete the following fields:  
- Responsibilities/Brief Description  
- Approx. Number of Hours Spent for the Year  
- Advisee/mentee information (including campus)  
- Dates |
| c. Non-Credit Instruction | Non-Credit Instruction Taught | Complete the following fields:  
- Organization/Committee  
- Mentee/Peer Information (name, and department)  
- Responsibilities/Brief Description  
- QEP Question  
- Approx. Number of Hours Spent Per Year  
- Dates |
<table>
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</thead>
</table>
| Taught/Lectures (CME, other) | | • Instruction Type  
• Audience  
• Sponsoring Organization  
• Number of Contact Hours  
• Number of Participants  
• If School of Medicine Mission related, select category  
• Description  
• Dates |
| 6. EDUCATIONAL LEADERSHIP AND ADMINISTRATION (List block/course, clerkship, graduate program, residency program, etc. that you direct and include dates and accomplishments) | Administrative Assignments | Select the appropriate Position/Role (Assistant Program Director, Program Director, Block Committee Co-Chair, Course/Clerkship Director, or Course/Clerkship Assistant Director) and complete the following fields:  
• Unit  
• Scope (must not be hospital)  
• Responsibilities/Brief Description  
• Dates |
| | MED Annual Review Reflections | Accomplishments related to your Administrative Assignment(s) are captured on the MED Annual Review Reflection Screen under Reflection on Administrative Assignment.  
**Note:** You must first have records on the Administrative Assignments screen to add your reflection.  
1. Select the Administrative Assignment record  
2. Describe your major accomplishments during the reporting year that are specific to the administrative assignment you chose. |
| | MED Annual Review Reflections | This is captured on the MED Annual Review Reflections screen. Provide narrative for the following fields:  
• Describe any significant changes or innovations used in your teaching during the report year and the learning outcomes you intended to achieve.  
• Discuss student evaluations and other student feedback, |
<table>
<thead>
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</tr>
</thead>
</table>
| noting positive and negative issues indicated. Describe any changes that you intend based on student evaluations and feedback.  
- Highlight student learning outcomes achieved.  
- Highlight any other noteworthy teaching accomplishments. | | |

### B. SCHOLARSHIP / RESEARCH

1. **GRANTS & CONTRACTS (G&C)** Current Status (Completed this year, active, submitted but pending decision). Include name(s), role, title of project, sponsoring agency, total award, Indirect cost rate, start and end date

2. **PUBLICATIONS** [List only those published or in press during this review period (Report Start Date - Report End Date).]

   a. Peer Reviewed Manuscripts/Book Chapters/Reviews/Etc.

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Contracts and Grants are reported by Current Status. **Select the Type** and complete the following fields:

- Focus
- Title
- Sponsoring Organization
- Awarding Organization Is
- Current Status
- Total Amount
- If School of Medicine Mission related, select category
- Investigator Information
- Dates

Publications will appear in your annual review by current status and peer review. **You don't need to manually enter publications.** You can import your published works with either a BibTeX file or via PubMed or Crossref.

Instructions for BibTeX imports:

http://www.digitalmeasures.com/activity-insight/docs/bibtex.html

Instructions for PubMed imports:

http://www.digitalmeasures.com/activity-insight/docs/pubmed.html

Instructions for Crossref imports:

http://www.digitalmeasures.com/activity-insight/docs/crossref.html
**MUSM Faculty Activity Report and Professional Development Plan (2016 version)**

<table>
<thead>
<tr>
<th>Screen in Activity Insight</th>
<th>Faculty Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> only published works can be imported – those in press, accepted or submitted will need to be entered manually.</td>
<td></td>
</tr>
<tr>
<td>Once you have loaded your publications, check them for accuracy and complete the following fields:</td>
<td></td>
</tr>
<tr>
<td>• Current Status – those with accepted, in press or published status will appear in one of the Publications sections; any other status will appear in a section called Works Not Yet Accepted/Published.</td>
<td></td>
</tr>
<tr>
<td>• Was this peer-reviewed/refereed?</td>
<td></td>
</tr>
<tr>
<td>• If School of Medicine Mission related, select category</td>
<td></td>
</tr>
<tr>
<td>• Research that Reaches Out (QEP) related?</td>
<td></td>
</tr>
<tr>
<td>• Web Address</td>
<td></td>
</tr>
<tr>
<td>• Author/Editor/Translator Information (name, institution, role, and if student)</td>
<td></td>
</tr>
<tr>
<td>• Full text of this item (if you upload the publication it will appear as a link in the annual review)</td>
<td></td>
</tr>
<tr>
<td>• Dates – complete at least the date associated with the current status of the publication. If the last date in the list falls within the report year, the entry will appear in your review.</td>
<td></td>
</tr>
</tbody>
</table>

**b. Works Not Yet Accepted/Published**

<table>
<thead>
<tr>
<th>Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only published works can be imported. Works not yet accepted or published need to be manually entered. Complete the following fields:</td>
</tr>
<tr>
<td>• Contribution Type</td>
</tr>
<tr>
<td>• Current Status – all other statuses</td>
</tr>
<tr>
<td>• Title of Contribution</td>
</tr>
<tr>
<td>• Journal Name (if applicable)</td>
</tr>
<tr>
<td>• Publisher/Proceedings Publisher</td>
</tr>
<tr>
<td>• Location of Publisher (City, State, Country)</td>
</tr>
<tr>
<td>• Issue Number/Edition</td>
</tr>
<tr>
<td>MUSM Faculty Activity Report and Professional Development Plan (2016 version)</td>
</tr>
<tr>
<td>---</td>
</tr>
</tbody>
</table>
| | | • Page Numbers  
• Was this peer-reviewed/refereed?  
• If School of Medicine Mission related, select category  
• Research that Reaches Out (QEP) related?  
• Web Address  
• Author/Editor/Translator Information (name, institution, role, and if student)  
• Dates – complete at least the date associated with the current status of the publication. If the last date in the list falls within the report year, the entry will appear in your review. |
| 3. OTHER SCHOLARLY/PROFESSIONAL ACTIVITY [List all other scholarly/professional activities during this review period that are not listed above.] | | Presentations will appear by status (invited or accepted; peer reviewed or not). Complete the following fields:  
• Presentation Title  
• Sponsoring Organization  
• Location  
• If School of Medicine Mission related, select category  
• Research that Reaches Out (QEP) related?  
• Presenter Information (name, role and if student)  
• Invited or Accepted?  
• Was this peer-reviewed/refereed?  
• Presentation file (if you upload the presentation, a link to the document will appear in the FAR-PDP)  
• Date |
| a. Invited Presentations (Exclude Grand Rounds unless at another institution) | Presentations | |
| b. Peer Reviewed Paper or Presentation (Include description: platform; oral, greater than 30 minutes; workshop; poster; submitted or accepted) | | |
| c. Other Presentations or publications | Presentations | See Presentation Screen instructions above.  
Publications | See Publication screen instructions above. |
<p>| d. Research in Progress | Research Activity | This screen captures on-going research activity for which funding has not been sought Complete the following fields: |</p>
<table>
<thead>
<tr>
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<th>Faculty Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>e. Intellectual Property (Inventors, Licensed to, assigned to, Date of patent application,</td>
<td>Intellectual Property</td>
<td>Select Patent and complete the following fields:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Patent Title</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If patent has been licensed, to whom?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If patent has been assigned, to whom?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Date (the most recent date must fall within the reporting year to show up in the FAR-PDP)</td>
</tr>
<tr>
<td>f. Quality Improvement And Patient Safety Initiatives</td>
<td>Quality Improvement Initiatives – Improvement Project</td>
<td>Complete the following fields:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Title</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Role</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Description (describe the problem, goals and methods)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Participating Unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• External Spread</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Briefly describe your results</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Supporting Documents (if you upload supporting documents for your results or feedback, they will appear as a link in the FAR-PDP)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dates</td>
</tr>
<tr>
<td></td>
<td>Quality Improvement Initiatives – Program/Infrastructure Development</td>
<td>Complete the following fields:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Title</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Role</td>
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<tr>
<td></td>
<td></td>
<td>• Provide the rationale/describe the problem</td>
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<tr>
<td></td>
<td></td>
<td>• Describe the actions undertaken and/or completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Describe the people and areas impacted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Briefly describe your results</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dates</td>
</tr>
</tbody>
</table>

Summarize evidence of accomplishments in the MED Annual Review | Provide narrative for the following field:
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>creation and dissemination of scholarly work</td>
<td>Reflections</td>
<td>• Highlight any noteworthy contributions that furthered knowledge in the field.</td>
</tr>
</tbody>
</table>

### C. CLINICAL SERVICE WITHOUT LEARNERS

Summarize evidence of accomplishments in the areas of direct patient care and clinical activities.

<table>
<thead>
<tr>
<th>Clinical Practice</th>
<th>Complete the following fields:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Role</td>
<td></td>
</tr>
<tr>
<td>• Organization</td>
<td></td>
</tr>
<tr>
<td>• Brief Description</td>
<td></td>
</tr>
<tr>
<td>• Frequency</td>
<td></td>
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<tr>
<td>• Dates</td>
<td></td>
</tr>
</tbody>
</table>

#### MED Annual Review Reflections

Provide narrative for the following field:

• Highlight any noteworthy accomplishments in Clinical Practice and/or other clinical activities.

### D. ADMINISTRATIVE POSITIONS AT SCHOOL OF MEDICINE AND AFFILIATED HOSPITALS

[List administrative positions held during this review period, e.g., clinic/medical director, department/division chair, dean]

<table>
<thead>
<tr>
<th>Administrative Assignments</th>
<th>Administrative positions will be reported by location (MUSM or Affiliated Hospitals). Select the appropriate Position/Role and complete the following fields:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Unit</td>
<td></td>
</tr>
<tr>
<td>• Scope (must be hospital for those roles held at affiliated hospitals)</td>
<td></td>
</tr>
<tr>
<td>• Responsibilities/Brief Description</td>
<td></td>
</tr>
<tr>
<td>• Dates</td>
<td></td>
</tr>
</tbody>
</table>

Summarize accomplishments related to administrative activities

<table>
<thead>
<tr>
<th>MED Annual Review Reflections</th>
<th>Accomplishments related to your Administrative Assignment(s) are captured on the MED Annual Review Reflection Screen under Reflection on Administrative Assignment.</th>
</tr>
</thead>
</table>

**Note:** You must first have records on the Administrative Assignments screen to add your reflection.

1. Select the Administrative Assignment record
2. Describe your major accomplishments during the reporting year that are specific to the administrative assignment you chose.

### E. SERVICE / ACADEMICALLY RELATED SERVICE

<table>
<thead>
<tr>
<th>MED Annual Review Reflections</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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</tr>
<tr>
<td>1. INSTITUTIONAL</td>
<td></td>
</tr>
</tbody>
</table>
| a. Department | University Service | Service is reported by Scope (*i.e.*, service to the University, College, Department, or Hospital). **Select Department as the Scope** and complete the following fields:  
  - Position/Role  
  - Organization/Committee  
  - Responsibilities/Brief Description  
  - Research that Reaches Out (QEP) related?  
  - Approx. Number of Hours Spent Per Year  
  - Dates |
| b. Medical School | University Service | **Select College/School as the Scope** and complete the following fields:  
  - Position/Role  
  - Organization/Committee  
  - Responsibilities/Brief Description  
  - Research that Reaches Out (QEP) related?  
  - Approx. Number of Hours Spent Per Year  
  - Dates |
| Other Librarianship Activities (Medical Librarians only) | Complete the following fields:  
  - Activity Type  
  - Title  
  - Describe the project of work  
  - What is the purpose or value of this project/work?  
  - Target Audience  
  - Collaborators  
  - Dates |
| Research Consultations (Medical Librarians only) | Complete the following fields:  
  - Client Name  
  - Client Type  
  - Campus Site  
  - Date |
<table>
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<tr>
<td></td>
<td></td>
<td>Select <strong>University as the Scope</strong> and complete the following fields:</td>
</tr>
</tbody>
</table>
| c. University | University Service | • Position/Role  
• Organization/Committee  
• Responsibilities/Brief Description  
• Research that Reaches Out (QEP) related?  
• Approx. Number of Hours Spent Per Year  
• Dates |
| d. Hospital | University Service | Select **Hospital as the Scope** and complete the following fields: |
| 2. **EXTRAMURAL PROFESSIONAL** [Describe all professional service activities performed outside School of Medicine during this review period, e.g., grants reviewer, consultation to outside agencies, chair or member of national or local committees.] | Professional Service | Complete the following fields: |
| | | • Position/Role  
• Organization/Committee/Journal  
• Location (City, State)  
• Responsibilities/Brief Description  
• If School of Medicine Mission related, select category  
• Approx. Number of Hours Spent Per Year  
• Dates |
| 3. **COMMUNITY SERVICE-RELATED TO ACADEMIC ROLE** (community talk related to professional activities, judge at science fair, etc.) | Public Service | Complete the following fields: |
| | | • Position/Role  
• Organization/Committee  
• Location (City, State)  
• Responsibilities/Brief Description  
• Does this service relate to your academic role? – box must be checked  
• If School of Medicine Mission related, select category  
• Approx. Number of Hours Spent Per Year |
<table>
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</tr>
</thead>
</table>
| Summarize evidence of accomplishments in service to the institution, the profession, and to the community as related to the academic role. | MED Annual Review Reflections | Provide narrative for the following field:  
- Highlight any noteworthy accomplishments related to institutional or academically-related service |
| **F. FACULTY DEVELOPMENT ATTENDED** | Faculty Development Activities | Faculty Development Activities are reported by primary focus (*e.g.*, activities with a Clinical Practice focus will show up in the Clinical Practice section of the report). Complete the following fields:  
- Activity Type  
- Title  
- Sponsoring Organization  
- Location (City, State)  
- Primary Focus of Activity  
- Brief Description  
- Dates |
| **Section not found in PDP-FAR** | Awards and Honors | Awards and Honors are reported by Award Type (*e.g.*, Teaching awards will show up in the Teaching section of the report; Professional Performance awards in Clinical Practice; Leadership awards in Educational Administration and so on). You must select the appropriate **Award Type** and complete the following fields:  
- Nominated or Received  
- Award or Honor Name  
- Organization/Sponsor  
- Date |
| Progress in Accomplishment of Long Term Goals:  
List each goal identified in the previous year. Describe the progress made toward achieving the long-term goals established previously. | MED Professional Development Plan | These are captured as part of one’s objectives, see below. |
<p>| List three academic/professional goals for the coming year. These may be continuation of previous goals. | | |
| Report your activities related to furthering MUSM’s mission with regard to rural and | Multiple Screens | MUSM Mission questions are found on several screens in Activity Insight: |</p>
<table>
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</tr>
</thead>
</table>
| **underserved Georgia.** | | • Directed Student Learning  
• Non-Credit Instruction Taught  
• Contract, Grants and Fellowships  
• Presentations  
• Publications  
• Research Activity  
• Professional Service  
• Public Service  
• MED Annual Review Reflections  

When you add records to those screens and answer yes to the mission question, those activities will pull into the FAR-PDP in a section titled “Summary of Mission-Related Activities.” |

| **Summarize objectives for each domain, indicating any major changes in responsibilities for the coming year:** | MED Professional Development Plan | The FAR-PDP displays your objectives for the year under review and those for the next calendar year. You must have records for both years.  
1. Enter the calendar year (for the year in review, enter 2016 – for the future plans, enter 2017).  
2. Choose the Objective Type and add the number or rows needed to capture all goals within this type.  
3. Complete the following fields for each goal:  
   • Objective Description  
   • Status  
   • Comments  

If you want to carry your objectives forward from the previous year, you can duplicate the record and change relevant fields. |

<p>| <strong>CHAIR’S EVALUATION OF FACULTY MEMBER’S PERFORMANCE DURING PREVIOUS YEAR</strong> | MED Chair and/or Dean Review of Faculty Annual Report and PDP | This screen will be completed by your Chair and/or Dean. The only fields a faculty member will complete are the acknowledgement and comments. |</p>
<table>
<thead>
<tr>
<th>Supplementary Documents for the FAR-PDP</th>
<th>Screen in Activity Insight</th>
<th>Faculty Instructions</th>
</tr>
</thead>
</table>
| Conflict of Interest Activities        | Conflict of Interest Activities | Enter records for all commitments outside of MUSM. Complete the following fields:  
• Academic Year  
• Do you have any potential conflicts of interest or commitment with entities outside MUSM to report  
• Type of Activity  
• Name of External Entity  
• Number of Days per Year  
• Compensated or Pro Bono  
Your Chair or Dean will sign off on activities entered on this screen. |
| Distribution of Professional Effort    | Distribution of Professional Effort | Enter records for the academic year. These will be reviewed by your chair/dean and revised accordingly.  
Provide percentages for the following fields:  
• Teaching activities (include instruction, curriculum development, learner assessment)  
• Teaching activities related to Mentoring/Advising  
• Teaching Activities related to Educational Administration and Leadership, such as clerkship director, phase coordinator  
• Research/Scholarly Activity  
• Clinical Practice  
• Institutional Administration (Dean and Department/Division Chair Activities)  
• Institutional Service, such as committee work, admissions interviewing, etc.  
• Professional Service, such as peer reviewer, participant in study section, professional society, etc.  
• Community Service, such as science fair judge, speaking to lay groups, etc. (Activities external to institution)  
Provide narrative for the following, if necessary: |
• Explain how the Distribution of Professional Effort change for each domain during the past year

Your Chair or Dean will sign off on the distribution you have entered on this screen.

Reports
Once you have entered your activities (or anytime while you are in the process of entering them), you can run your report to see how things will display. To do this, follow these steps:

1. Click Run Reports link in the left menu on your Activity Insight main screen.
2. Select the Medicine Faculty Annual Report and Professional Development Plan
3. Choose the appropriate start and end date. The MUSM FAR-PDP should be run for the calendar year.
4. Under Report Options, leave (a) and (b) as they are, but change (c) from Hide to Show. This will let you see the entire report, whether you have anything entered for a section or not; Hide allows you see what the dean will see – only those sections in which you have activities to report.
5. Click Run Report. The system will generate and download a Word document. Review it. If anything looks off, let us know. You can contact us by clicking the Help button in the left sidebar or send an email to merceroieai@mercer.edu.