Screen Instructions for the Faculty Annual Report and Professional Development Plan (FAR-PDP)

In order to complete your annual FAR-PDP, you must login to the system and interact with several screens. Not all screens pull data for the FAR-PDP – some are used to populate CVs and other reports. While you’re encouraged to complete all fields on a screen, only those fields in the instructions below are required for the annual report.

**Step 1. Login to the system.**

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<tr>
<th>SCREEN</th>
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<th>INSTRUCTIONS</th>
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<tbody>
<tr>
<td>Personal Contact Information</td>
<td>Header and first page with faculty information.</td>
<td>1. Open screen and review for accuracy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Add preferred first and last name (if needed), endowed position (if any),</td>
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<tr>
<td></td>
<td></td>
<td>office room number, and website.</td>
</tr>
<tr>
<td>Permanent Data</td>
<td>First page with faculty information</td>
<td>Open screen and review for accuracy.</td>
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<tr>
<td>Yearly Data</td>
<td>First page with faculty information</td>
<td>Open screen and review for accuracy.</td>
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**Step 2. Click Manage Activities.**

**Step 3. Create Records.** Open the screens listed below and follow the instructions to create records that will pull into the FAR-PDP. Note that some screens have imported data. Your task on those screens is to review the information for accuracy. Contact Ellen Byron (byron_em@mercer.edu) if there are errors or omissions in your imported data.

Complete the following fields:
- Position/Role
- Unit
- Scope
- Responsibilities/Brief Description
- Dates
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| Awards, Honors, and Honor Societies | Multiple Sections | You must select the appropriate **Award Type** and complete the following fields:  
- Nominated or Received  
- Award or Honor Name  
- Organization/Sponsor  
- Date |
| Clinical Practice | C.1 Clinical Practice | Complete the following fields:  
- Role  
- Organization  
- Brief Description  
- Frequency  
- Dates |
| 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 | The DPE does not display in the FAR-PDP, but the form must be completed at the same time as your review. | 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 |
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| **Distribution of Professional Effort - continued** | The DPE does not display in the FAR-PDP, but the form must be completed at the same time as your review. | - 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 |
| **Faculty Development Activities** | Multiple Sections  
Faculty Development Activities are reported by primary focus (e.g., activities with a Clinical Practice focus will show up in section C of the report). | Complete the following fields:  
- Activity Type  
- Title  
- Sponsoring Organization  
- Location (City, State)  
- Primary Focus of Activity  
- Brief Description  
- Dates |
| **TEACHING** | **A.7 Teaching and Advising**  
Mentoring of new and junior faculty is captured on the University Service screen. | 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 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 |
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| Clinical Instruction – Medical Students, Residents, and Fellows | A.2 Teaching and Advising | Complete the following fields:  
  - Teaching Modalities (check all that apply)  
  - Time (Number of Hours and Frequency)  
  - Learners (Primary Learner Audience, Approx. Number of Participants)  
  - Faculty Role  
  - Clerkship/Rotation/Residency/Fellowship  
  - Clinical Affiliate  
  - Frequency  
  - Dates |
| Non-Clinical Instruction (preclinical and didactic) – MD Program | A.1 Teaching and Advising | Complete the following fields:  
  - Term and Year  
  - Block & Module or Phase or Course Name  
  - Campus  
  - Learner Level  
  - Type of Instruction (Modality, # of Students, # of contact hours, Title/Topic) – **add as many rows as needed**  
  - Upload Student Evaluations  
  - Upload Syllabus  
  - Service Learning |
| Scheduled Teaching | A.3 Graduate and Undergraduate Student Instruction | 1. Open each course record on the summary screen and review for accuracy.  
  2. Complete the following fields:  
    - Contact Hours  
    - Upload Student Evaluations  
    - Upload Syllabus  
    - Answer QEP questions  
    - Answer Service Learning questions |

Scheduled Teaching data is loaded from Campus Nexus.
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| Directed Student Learning | A.6 Teaching and Advising | 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  
  - Dates |
| Learner Assessment – Medical and Masters Students | A.5 Teaching and Advising | Complete the following fields:  
  - Course Information (prefix, number, title)  
  - Learner Type  
  - Assessment Format  
  - Faculty Role  
  - Dates |
| Learner Assessment – Residents and Fellows | A.5 Teaching and Advising | Complete the following fields:  
  - Assessment Format  
  - Faculty Role  
  - Residency/Fellowship Program  
  - Clinical Affiliate  
  - Frequency  
  - Primary Learner Audience  
  - Number of Participants  
  - Description  
  - Dates |
| Non-Credit Instruction Taught | A.9 Teaching and Learning | **Select the Instruction Type** and complete the following fields:  
  - Audience  
  - Sponsoring Organization  
  - Number of Contact Hours  
  - Number of Participants  
  - If School of Medicine Mission related, select category  
  - Description  
  - Dates |
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| Teaching Innovation and Curriculum Development | A.4 Instructional Innovation and Curriculum Development | This includes the development of new materials, courses, or curricula. Select the **Activity Type** and complete the following fields:  
- Course or Program Name  
- Description of Activity  
- Research that Reaches Out (QEP) related?  
- Dates |
| Contracts, Grants and Fellowships | B.1 Scholarship/Research | Select the **Type** and complete the following fields:  
- Focus  
- Title  
- Sponsoring Organization  
- Is this an extramural grant?  
- Awarding Organization Is  
- Current Status  
- Total Amount  
- If School of Medicine Mission related, select category  
- Investigator Information  
- Dates |
| Intellectual Property | B.8 Scholarship/Research | Select **Patent** and complete the following fields:  
- Patent Title  
- If patent has been licensed, to whom?  
- If patent has been assigned, to whom?  
- Date (the most recent date must fall within the reporting year to show up in the FAR-PDP) |
| Presentations | B.6 Scholarship/Research | 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?  
- Date |
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  - 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 Other Intellectual Contributions.  
  - Was this peer-reviewed/refereed?  
  - Web Address  
  - Author 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. |
| **Quality Improvement Initiatives – Improvement Project** | B.9 Scholarship/Research | Complete the following fields:  
  - Title  
  - Role  
  - Description (describe the problem, goals and methods)  
  - Participating Unit  
  - External Spread  
  - Briefly describe your results  
  - Supporting Documents (if you upload supporting documents for your results or feedback, they will appear as a link in the FAR-PDP)  
  - Dates |
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| Quality Improvement Initiatives – Infrastructure Development | B.9 Scholarship/Research | Complete the following fields:  
• Title  
• Role  
• Provide rationale/describe the problem  
• Describe actions taken/completed  
• Describe people/areas impacted  
• Describe results  
• Dates |
| Research Activity | B.7 Scholarship/Research | Complete the following fields:  
• Title  
• Description  
• Status  
• If School of Medicine Mission related, select category  
• Research that Reaches Out (QEP) related?  
• Dates |
| University Service | E. Institutional and Academic Service | Complete the following fields:  
Select the appropriate 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 |
| Professional Service | E. Institutional and Academic 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 |
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| **Public Service** | **E. Institutional and Academic 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  
• Dates |
| **Library Instruction and Orientation** | **A. 8 Teaching and Advising** | 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 |
| **Other Librarianship Activities** | **E. Institutional and Academic Service** | 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** | **E. Institutional and Academic Service** | Complete the following fields:  
• Client Name  
• Client Type  
• Campus Site  
• Date |
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<td>MED Annual Review Reflections</td>
<td>The various reflections are displayed in the associated section (e.g., the reflection on teaching will appear in subsection 13 of A. Teaching and Advising and so on).</td>
<td>Provide narrative for the fields outlined below.</td>
</tr>
</tbody>
</table>
| | Mission fields exist on Directed Student Learning, Non-Credit Instruction Taught, Contracts, Grants and Fellowships, Presentations, Publications, Research Activity, Professional, and Public Service. | **Reflection on Teaching**  
- 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, 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. |
| | | **Reflection on Scholarship**  
- Highlight any noteworthy contributions that furthered knowledge in the field. |
| | | **Reflection on Clinical Practice**  
- Highlight any noteworthy accomplishments in Clinical Practice and/or other clinical activities. |
| | | **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. |
| | | **Reflection on Institutional and Academic Service**  
- Highlight any noteworthy accomplishments related to institutional or academically-related service. |
| | | **Mission: Rural and Underserved Georgia**  
- Describe any activities related to furthering MUSM’s mission that have not already been entered and aligned with the mission on other screens. |
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
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

This screen will be completed by your Chair and/or Dean. The only fields a faculty member will complete are the acknowledgement and comments.

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. Click Run Report. The system will generate and download a Word document. Review it. If anything looks off, let us know (merceroieai@mercer.edu).