

Introduction to Reporting for Academic Year 2008-2009 at NJIT

Last Updated October 6, 2009

Getting Started With Activity Insight for Faculty

1. Login using the quick link at <http://www.njit.edu/facultyreport/> with your University Computing ID (UCID). Click **Request Your Password** to have your initial password e-mailed to your NJIT e-mail address . You will be asked to change it. Please e-mail login problems to facsum@njit.edu.

2. Data for your annual report is collected on screens organized in four general areas: Click **Manage Your Activities** for the following menu which has been annotated with further explanations.

Activities Database - University Main Menu	Explanation or Examples
General Information	
<ul style="list-style-type: none"> • Personal and Contact Information 	
<ul style="list-style-type: none"> • Administrative Data - Permanent Data Yearly Data 	<ul style="list-style-type: none"> • Original and current appointments at NJIT
<ul style="list-style-type: none"> • Academic, Government, Military and Professional Positions 	<ul style="list-style-type: none"> • Appointments outside NJIT
<ul style="list-style-type: none"> • Administrative Assignments 	<ul style="list-style-type: none"> • NJIT administrative assignments (e.g. Chairperson, Graduate Advisor, Program Director, Research Center Administration)
<ul style="list-style-type: none"> • Awards and Honors 	<ul style="list-style-type: none"> • Awards and Honors received.
<ul style="list-style-type: none"> • Consulting 	<ul style="list-style-type: none"> • All Consulting (paid and pro bono) within and outside academe
<ul style="list-style-type: none"> • `Education 	<ul style="list-style-type: none"> • Earned Degrees and other formal education.
<ul style="list-style-type: none"> • External Connections and Partnerships 	<ul style="list-style-type: none"> • Speaking, field trips, fund raising, recruiting activities and other not of a scholarship/research or service nature.
<ul style="list-style-type: none"> • Faculty Development Activities Attended 	<ul style="list-style-type: none"> • Conference or seminar attendance, continuing education, internships, fellowships for faculty development purpose and not research/scholarship or service.
<ul style="list-style-type: none"> • Licensures and Certifications 	
<ul style="list-style-type: none"> • Media Contributions 	<ul style="list-style-type: none"> • Examples: TV, radio, newspaper, magazine, etc.
<ul style="list-style-type: none"> • Professional Memberships 	
<ul style="list-style-type: none"> • Workload Information 	<ul style="list-style-type: none"> • Reserved for future use.
Teaching	
<ul style="list-style-type: none"> • Academic Advising 	
<ul style="list-style-type: none"> • Directed Student Learning (e.g., theses, dissertations) 	<ul style="list-style-type: none"> • Also includes independent study, project, and co-op advisement.
<ul style="list-style-type: none"> • Non-Credit Instruction Taught 	
<ul style="list-style-type: none"> • Scheduled Teaching 	<ul style="list-style-type: none"> • Courses assigned to teach. Data will be pre-loaded. Annotate entries to indicate pedagogical innovations, new activities or other activities to enhance student learning.

Scholarship/Research	
<ul style="list-style-type: none"> • Artistic and Professional Performances and Exhibits 	
<ul style="list-style-type: none"> • Contracts, Grants and Sponsored Research 	
<ul style="list-style-type: none"> • Intellectual Contributions 	<ul style="list-style-type: none"> • Book Reviews, Book Chapters, Conference Proceedings, Journal Article, Manuscript, Software, etc.
<ul style="list-style-type: none"> • Intellectual Property (e.g., copyrights, patents) 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Presentations 	<ul style="list-style-type: none"> • Presentations at conferences and meetings of a scholarly nature
<ul style="list-style-type: none"> • Research Currently in Progress 	
Service	
<ul style="list-style-type: none"> • Department 	<ul style="list-style-type: none"> • Meetings, committees, advisement, etc. for home department.
<ul style="list-style-type: none"> • College 	<ul style="list-style-type: none"> • Meetings, committees, advisement, etc. for home college/school.
<ul style="list-style-type: none"> • University 	<ul style="list-style-type: none"> • University-wide service
<ul style="list-style-type: none"> • Professional 	<ul style="list-style-type: none"> • Examples: Advisor to a company, journal or textbook editor, professional society officer, other service to one's profession
<ul style="list-style-type: none"> • Public 	<ul style="list-style-type: none"> • Examples: board member, speaker, officer in an organization and other service activities outside of the university and one's profession.

3. Be sure you have reviewed the [video demonstration of Activity Insight for Faculty](#) and the two-page [Faculty/Staff Guide](#) that summarizes navigation instructions.
4. **Activity Insight for Faculty** is being customized for use at NJIT. Since this is a system that is used at many universities, there are several fields that are not currently being used at NJIT. The following fields on the screens named are in the process of being removed from NJIT's instance of **Activity Insight for Faculty**. If you come across them, please leave them blank.

Screen	Field(s)
General Information: Administrative Data: Yearly Data:	<ul style="list-style-type: none"> • Full-time equivalency • Externally Supported Full-time equivalency • Salary • Benefits • Other than personal expenditures
General Information: Workload Information:	<ul style="list-style-type: none"> • Academic Year • Teaching workload Percentage • Research workload Percentage • Service workload Percentage • Administrative Workload Percentage
Teaching: Scheduled Teaching:	<ul style="list-style-type: none"> • Final Number of Student Earning an A • Final Number of Student Earning an B • Final Number of Student Earning an C • Final Number of Student Earning an D • Final Number of Student Earning an F • Mean Course Evaluation Score

5. There are several places in **Activity Insight for Faculty** where you are given the option to upload a file. This feature is not available at this time.

6. Printed copies of your annual report in Microsoft Word format are easily generated. From the Left-Hand Menu, Select **Run Custom Reports**. Select the **Vita** report and run it for the period September 1, 2008 - August 31, 2009. The academic year starts with the fall semester and includes the following spring and summer terms.