

**To: Bloomington School of Education Faculty**  
**From: Don Hossler, Executive Associate Dean**  
**Subject: Annual Report**

Each year in November, the Dean's Office sends out a memo reminding faculty to prepare an annual report regarding their accomplishments for the year. The deadline for the 2008 faculty annual report is **MONDAY, JANUARY 12, 2009**. The following should be submitted to your chair or supervisor:

- (1) Three hard copies of your electronic annual report,
- (2) One copy of an updated vita,
- (3) One copy of all 2008 publications, and
- (4) One copy of teaching evaluations (see <http://profile.educ.indiana.edu/Portals/28/Policy%20Council/2002-2003/03.29R.pdf>)

Some departments require additional information so if in doubt, check with your chair or supervisor about what to submit.

Many of you are familiar with the electronic reporting system but I wanted to inform you of a few changes and provide some basic information on using it for your reference below. Please note that Policy Council has directed that you have the following two items on your course evaluations if you wish to be considered for teaching awards. Thus, if you do not use these items now, I suggest that you add them to your form for spring (department forms include these already).

#### Required items for Consideration for Teaching Awards

Overall, I would rate the quality of this course as outstanding.

Overall, I would rate the quality of this instructor as outstanding.

#### Additional Information on Completing the Online Annual Report

As you may be aware, the Dean of Faculties Office has developed an online faculty annual report that will eventually be used university-wide. ETS is working with that office to add additional features needed by the School and to work out a way to migrate your information to this new version beginning Fall 2009.

In the meantime, ETS is working diligently to make some changes to the current system. An option to mark information in your annual report so that it may be displayed on your School of Education website profile will be added. This will allow you to share your interests and accomplishments with a larger audience and will be fully functional by December 1. Watch for the "Show on Profile" option to use this feature.

Following are some steps to get started. If you have non-technical questions, I am happy to answer them. If you have any questions or problems completing your report electronically, please contact ETS ([ets@indiana.edu](mailto:ets@indiana.edu)) or call 856-8400.

1. The electronic annual report form is available on-line at <https://info.educ.indiana.edu/faculty>

2. To log in, use your regular network ID and password.
3. When you log in, you will be taken to the “Faculty Information System” page. Go to “Faculty Annual Report” in the left margin to begin working on your report.
4. As you open different sections of the report, you will see information from last year. Using the buttons at the left of each entry, you can (a) get more detail on the entry, (b) edit that information to bring it up to date, (c) delete an entry, or (d) archive information that is accurate but no longer needed. Delete should only be used for information that is not accurate. For example, information on grants that have expired or students that have graduated should be archived rather than deleted. Archiving will allow you at a later point in time to output that information for a vita or other purpose.
5. Add new information to your annual report using the Add (plus sign) buttons in each section of the report. Start and end dates are requested for some activities. Enter a start date sometime in 2008 for any new activities. You should enter an end date *only* if the activity ended in 2008. Because the grant information that is already included in your report comes from the campus database on externally funded projects, internal grants such as Proffitt Grants will not appear. You will need to add such grants as a grant information note. Note that if you are not a PI but are working on an externally-funded grant, you can add that grant by clicking on the “add grant information” button in the grant area.
6. There are comment boxes at the end of each section and a place for any final supplemental comments you wish to make. If you need to clarify or add to entries in the report, please do so in the comment boxes at the end of the section. Anything you put in the final supplemental comment box will be encrypted and WILL NOT be part of the searchable database. In other words, any comment you make in this box will be seen only when you print out the report to give to your chair or supervisor. Such comments cannot be screened for information by me or anyone else.
7. Next to the footprints at the top of each page you’ll see a path showing where you are in the reporting system. You can move back in the path by clicking on the page you wish to return to or by using the back button on your browser.
8. When you go to print your final report, you will see an option to output the information as a WORD file. In addition to printing a copy of the full report for your chair or supervisor, you can use this option to print out everything in the report in word so that you can use the information for a vita or other summary of your accomplishments.