




Faculty Annual Report Guide: Faculty Development Activities Attended


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Faculty Development Activities Attended Overview

Faculty Development Activities Attended														Help
Type	Title	Sponsoring Organization	City	State	Country	Number of Credit Hours	Approx Number of Hours Spent Per Year	Description (30 words or fewer)	Start Date	End Date	Start Semester	End Semester	Actions	
Conference Attendance	Annual Conference	Association for the Study of Higher Education (ASHE)	Tampa	FL	US			I completed workshops on diversity training for organizational leadership.			Fall 2018	Fall 2018	  	

[Add](#)

The Faculty Development Activities Form enables you to report trainings, workshops, and seminars you attended. To report faculty development activities you attended, click on the  button.

Any previously reported Faculty Development Activities will also be listed and you can edit, delete, or duplicate any of these previously reported activities.

Faculty Development Activities Attended Section A: Input Form (Required)

Appearance

A Input Form

Start Semester*	Select Semester ▾	Select Year ▾
End Semester*	Ongoing ▾	Ongoing ▾
Type*	Select ▾	
Title*	<input type="text"/>	
Sponsoring Organization*	<input type="text"/>	
City*	<input type="text"/>	
State*	<input type="text"/>	
Country*	<input type="text"/>	
Number of Credit Hours	<input type="text"/>	
Approx Number of Hours Spent Per Year	<input type="text"/>	
Description (30 words or fewer)*	<input type="text"/>	

Editing

All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the start and end semester the faculty development activity you attended (see p. 7), the type, title, sponsoring organization, city/state/country, and a description. These are the types of activities you can select:

Type*	Select ▼
Title*	Select
Sponsoring Organization*	Seminar
	Conference Attendance
	Workshop
	Tutorial
City*	Continuing Education Program
	Faculty Fellowship
	Self-Study Program
State*	Other

Optional: Number of credit hours and the approximate number of hours spent per year.

Faculty Development Activities Attended Section B: Dates (Optional)

Appearance

B Dates

Note: for activities that are/were only one day, leave the start date blank and specify the end date.

For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date	<input type="text"/>
End Date	<input type="text"/>

Editing

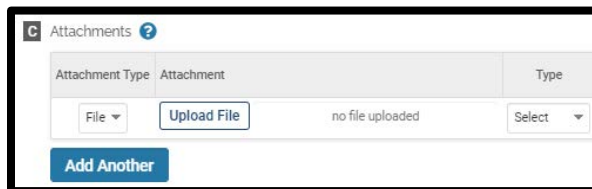
Optional: You can specify the exact start and end date of the activity by clicking on the pop-up calendar. Note that this is different from tagging the activity to a semester and year (discussed later).

The screenshot shows a mobile-style calendar for May 2018. The calendar grid has columns for days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and rows for dates. The date 20 is highlighted with a blue background, and a 'Today' button is placed over it. A 'Done' button is located to the right of the 'Today' button. The calendar is overlaid on a form with the following visible elements:

- Approx Num:
- Description:
- B** Dates
- Note: for activities t
- or activities that y
- Start Date:

Faculty Development Activities Attended Section C: Attachments (Optional)

Appearance



The screenshot shows a form titled "Attachments" with a help icon. It features a table with two columns: "Attachment Type" and "Type". Under "Attachment Type", there is a dropdown menu set to "File" and an "Upload File" button. The "Attachment" field contains the text "no file uploaded". Under "Type", there is a "Select" dropdown menu. Below the table is a blue "Add Another" button.

OR



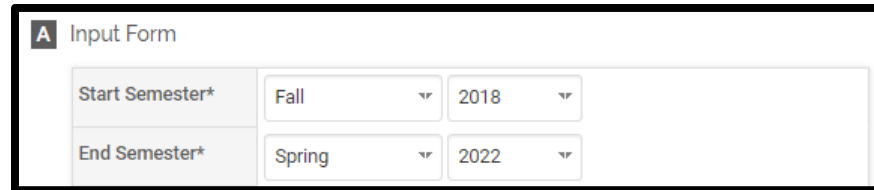
The screenshot shows a form titled "Attachments" with a help icon. It features a table with two columns: "Attachment Type" and "Type". Under "Attachment Type", there is a dropdown menu set to "URL". The "Attachment" field contains the URL "http://www.interfolio.com". Under "Type", there is a "Select" dropdown menu. Below the table is a blue "Add Another" button.

Editing

Optional: You can upload file attachments or provide a URL to a website relevant to your faculty development activity.

Tagging Faculty Development Activity Attended with a Semester and Year

For each faculty development activity attended, you must tag it with a start and end semester and year. This is how it is pulled into your Faculty Annual Report (e.g., a faculty development activity attended tagged Fall 2018 through Spring 2022 will show up in your 2018, 2019, 2020, 2021, and 2022 FARs).



The image shows a screenshot of a web form titled "Input Form". It contains two rows of dropdown menus. The first row is labeled "Start Semester*" and has two dropdown menus: the first is set to "Fall" and the second is set to "2018". The second row is labeled "End Semester*" and has two dropdown menus: the first is set to "Spring" and the second is set to "2022".

Field	Value
Start Semester*	Fall 2018
End Semester*	Spring 2022