

Faculty Activity and Information Reporting System (FAIRS)

The screenshot shows a web browser window with the URL www.digitalmeasures.com/login/nps/faculty/survey/maintainActivities/instr. The user is logged in as "Pilot Person15!". The interface includes a search bar with the text "Search All Activities..." and a search icon. A left sidebar contains navigation options: "Manage Activities" (with sub-items "Rapid Reports" and "PasteBoard"), "Run Reports", and "Help". The main content area is divided into sections: "General Information" and "Activities".

Welcome, Pilot Person15! Search Tips Search All Activities...

Manage Activities

- Rapid Reports
- PasteBoard

Run Reports

Help

[Review a guide](#) to manage your activities.

General Information

- Personal and Contact Information
- Personnel Data - Rank and Promotion Information | NPS Affiliations and Status
- NPS Administrative Appointments
- Education
- Other Academic / Work Experience
- Awards and Honors
- Licensures and Certifications
- Professional Memberships

Activities

- Narrative(s)
- Faculty Development Activities Attended
- Workload Information
- Consulting

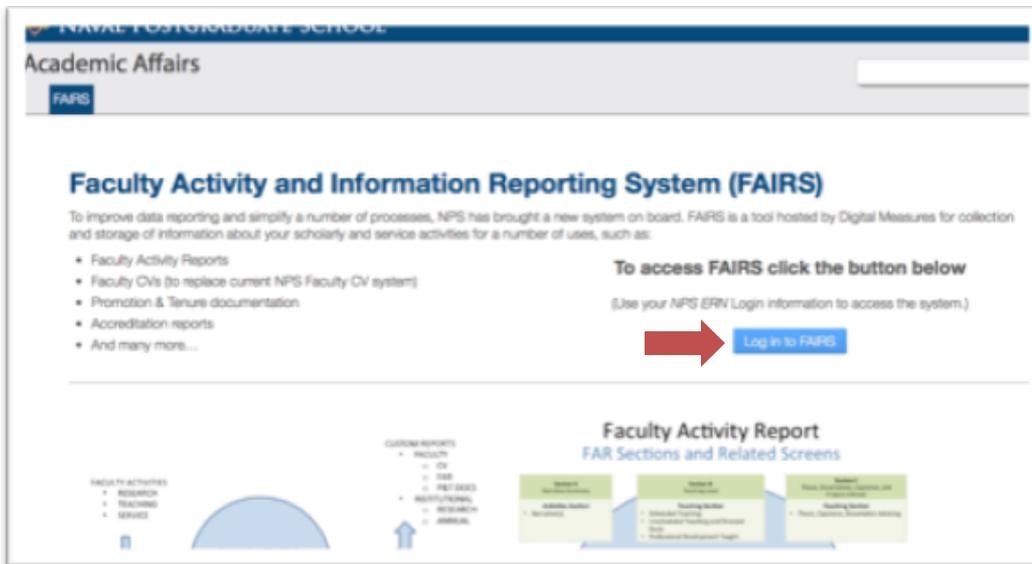
What's in this guide?

- Let's get started!
 - [Logging in](#)
- What should I do first?
 - [User Interface](#)
 - [Running Rapid Reports](#)
- Faculty Activity Report
 - [FAR Sections and Related Screens](#)
- FAR Sections
 - [Header Information](#)
 - [Section A – Narrative Summary](#)
 - [Section B – Teaching Load](#)
 - [Section C – Theses Dissertations, Capstones, and Projects Advised](#)
 - [Section D – Research Summaries](#)
 - [Section E – Intellectual Contributions: Publications and Presentations](#)
 - [Section F – Awards and Honors](#)
 - [Section G – Institutional Service](#)
 - [Section H – Professional and Public Service](#)
 - [Running the Report](#)
 - [Vitae and NPS Portal Fields](#)

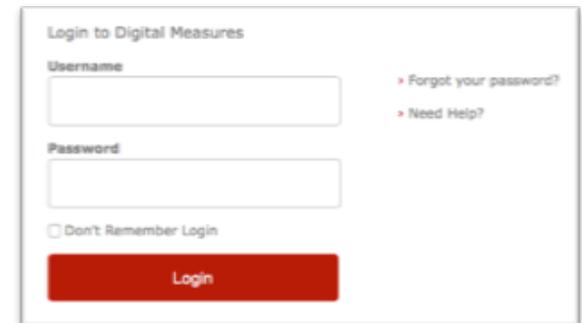
Let's get started!

Logging in

- Log in instructions:
 - Go to: <https://my.nps.edu/web/academic-affairs/fairs> (which can be accessed from the Intranet Faculty page.)
 - Or you can go to FAIRS directly at: <https://www.digitalmeasures.com/login/nps/faculty/>



The screenshot shows the 'Academic Affairs' page for the Naval Postgraduate School. The main heading is 'Faculty Activity and Information Reporting System (FAIRS)'. Below this, there is a list of uses for the system: Faculty Activity Reports, Faculty CVs, Promotion & Tenure documentation, Accreditation reports, and And many more... A blue button labeled 'Log in to FAIRS' is prominently displayed with a red arrow pointing to it. Below the button, there is a section titled 'Faculty Activity Report FAR Sections and Related Screens' with a tree view of report categories.



The screenshot shows the 'Login to Digital Measures' form. It includes fields for 'Username' and 'Password', a 'Don't Remember Login' checkbox, and a red 'Login' button. There are also links for 'Forgot your password?' and 'Need Help?'.

- Enter your NPS ERN login information

What should I do first?

User Interface

- Familiarize yourself with the new system
This is the Activities home screen. You can access all of your information from here.

General help documentation from Digital Measures.

The screenshot shows the 'Activities' home screen. At the top, there is a navigation bar with 'Welcome, Pilot Person15!' and a search box. Below this is a sidebar with 'Manage Activities' (containing 'Rapid Reports', 'Pasteboard', 'Run Reports', and 'Help') and a main content area with sections for 'General Information', 'Activities', 'Teaching', 'Scholarship/Research', and 'Service'. Red arrows point from text annotations to specific elements: 'Name of User you are logged in as.' points to the welcome message; 'Manage your information and run reports.' points to the 'Manage Activities' sidebar; 'Send email help request to FAIRS Ombudsman.' points to the 'Help' link; and 'Data entry screen links.' points to the various category links in the main content area.

Name of User you are logged in as.

Manage your information and run reports.

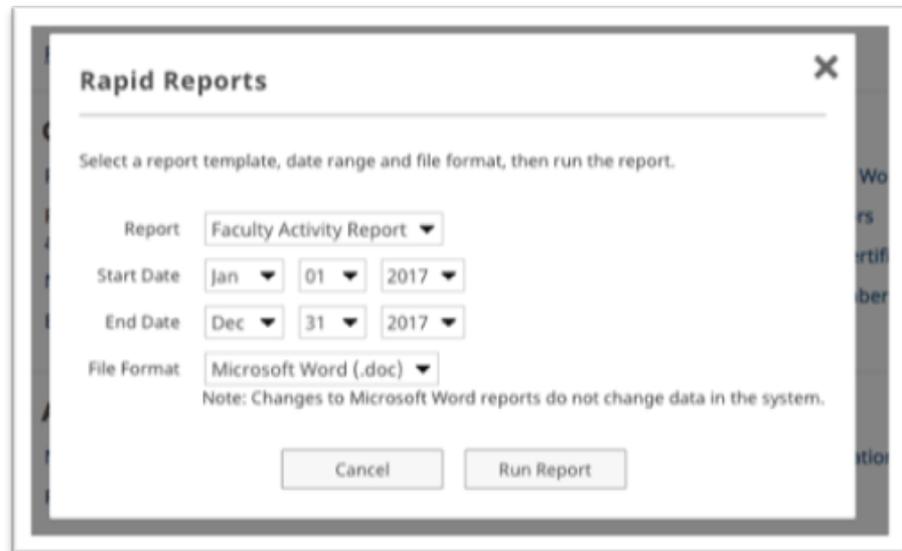
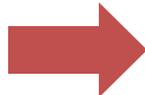
Send email help request to FAIRS Ombudsman.

Data entry screen links.

What should I do first? (cont.)

Running Rapid Reports

- Once you are familiar with the interface, you should run your Faculty Activity Report. This will help you see what has been filled in for you already.
- You can choose either “Rapid Reports” OR “Run Reports” to do this. The example below used Rapid Reports.



A screenshot of a dialog box titled "Rapid Reports" with a close button (X) in the top right corner. The dialog contains the following fields and options:

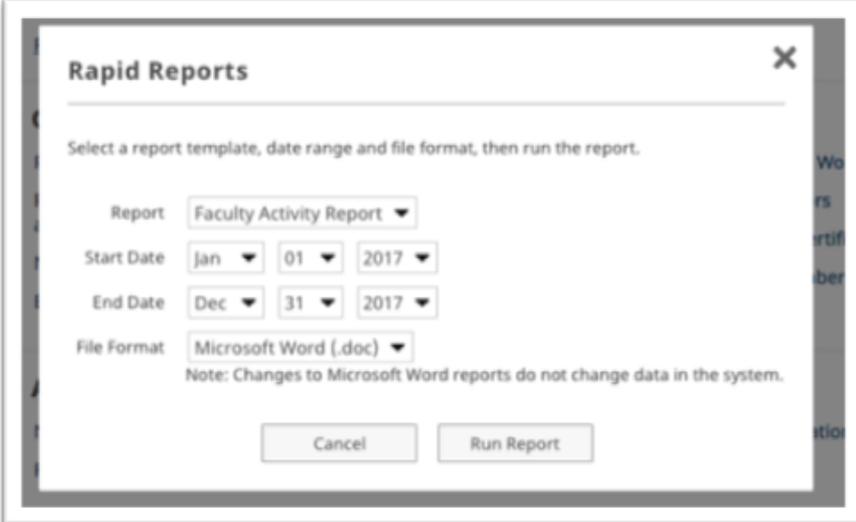
- Instruction: "Select a report template, date range and file format, then run the report."
- Report: "Faculty Activity Report" (dropdown menu)
- Start Date: "Jan" (month dropdown), "01" (day dropdown), "2017" (year dropdown)
- End Date: "Dec" (month dropdown), "31" (day dropdown), "2017" (year dropdown)
- File Format: "Microsoft Word (.doc)" (dropdown menu)
- Note: "Note: Changes to Microsoft Word reports do not change data in the system."
- Buttons: "Cancel" and "Run Report"

What should I do first? (cont.)

Running Rapid Reports

- Running your Faculty Activity Report
 - Change the date range to match the timeframe you wish to pull the information for.

Note: *Rapid Reports* will remember your date settings while you are logged into FAIRS.



Rapid Reports

Select a report template, date range and file format, then run the report.

Report: Faculty Activity Report

Start Date: Jan 01 2017

End Date: Dec 31 2017

File Format: Microsoft Word (.doc)

Note: Changes to Microsoft Word reports do not change data in the system.

Cancel Run Report

For the Academic Year 2016 Faculty Activity Report select the following:

Start Date: **October 1, 2015**

End Date: **September 30, 2016**

Then select the **file format** you would like to receive.

Last, click “**Run Report.**”

Faculty Activity Report

FAR Sections and Related Screens

Section Name	Related Screens	
Header Information	<ul style="list-style-type: none"> • Personal and Contact Information • Rank and Promotion Information • NPS Affiliations and Status 	You check & update these
A. Narrative Summary	<ul style="list-style-type: none"> • Narrative(s) 	You write this
B. Teaching Load	<ul style="list-style-type: none"> • Scheduled Teaching • Unscheduled Teaching and Directed Study • Executive Education/Professional Development Taught (Short Courses or other Non-Credit Instruction) 	You check & update these
C. Theses, Dissertations, Capstones, and Projects Advised	<ul style="list-style-type: none"> • Thesis, Capstone, Dissertation Advising 	
D. Research Summaries	<ul style="list-style-type: none"> • Sponsored Activity (Research, Education, Professional Development, Support Activity) • Institution/Program Sponsored and Un-sponsored Research and Scholarly Activity 	
E. Intellectual Contributions and Presentations	<ul style="list-style-type: none"> • Intellectual Contributions (Printed Works) • Presentations 	You enter these
F. Awards and Honors	<ul style="list-style-type: none"> • Awards and Honors 	
G. Institutional Service	<ul style="list-style-type: none"> • NPS Administrative Appointments • Internal (NPS) 	
H. Professional and Public Service	<ul style="list-style-type: none"> • External (Professional and Other University) • External (Public) 	

How do I complete my FAR?

Header Information

The header information on your FAR is populated through three different screens. Some information is editable on these screens. But if you find any locked fields need to be changed, contact Academic Planning at academicplanning@nps.edu.

- **Name**
 - *Screen:* General Information – Personal and Contact Information
 - *Data Origin:* Python
 - *Data Contact:* Academic Planning (academicplanning@nps.edu)
- **Title**
 - *Screen:* General Information – Personnel Data – Rank and Promotion Information
 - *Data Origin:* Faculty Database (HELM)
 - *Data Contact:* Academic Planning (academicplanning@nps.edu)
- **Department and School**
 - *Screen:* General Information – Personnel Data – NPS Affiliations and Status
 - *Data Origin:* Faculty Database (HELM)
 - *Data Contact:* Academic Planning (academicplanning@nps.edu)

How do I complete my FAR? (cont.)

Section A – Narrative Summary

Your Narrative Summary is entered by each faculty member highlighting her/his most significant activities or accomplishments during the Academic Year. Most faculty members will see a single text box after the first two questions, while GSBPP faculty will see three different text boxes that will focus on specific aspects of her/his activities.

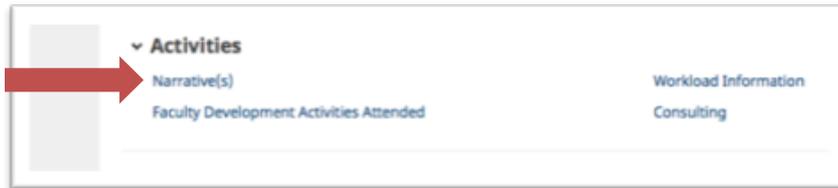
As part of the change in NPS Public Release Policy, **you will need to attest that you have taken the most recent Public Release training** each Academic Year.

- **Section A: Narrative Summary**

- *Purpose:* Discussion of activities and accomplishments during the last academic year. Max length 3 pages.
- *Screen:* Activities – Narrative(s)
- *Data Origin:* User Provided
- *Data Contact:* N/A

How do I complete my FAR? (cont.)

Narrative(s)



1. Click the “Narrative(s)” link.

2. You will now see the Narrative(s) screen. Click the “<” to return to the main page, or “Add New Item” button to create a new narrative.



3. Complete the fields on the screen (copy and paste text from Word is possible not all formatting may transfer), and then click the “Save” or “Save + Add Another” button

Note: GSBPP Faculty, your screen will be slightly different.

How do I complete my FAR? (cont.)

Section B – Teaching Load

Your Teaching Load section uses three different screens. Two screens will need to be reviewed, and any extra information added, while the final screen is user entered when applicable.

- **Section B: Teaching Load**
 - **Scheduled Teaching**
 - *Purpose:* List of classes taught during the last academic year.
 - *Screen:* Teaching – Scheduled Teaching
 - *Data Origin:* Python
 - *Data Contact:* Department Education Technician or Department Planner
 - **Unscheduled Teaching and Directed Study**
 - *Purpose:* List of unscheduled or directed study classes taught during the last academic year.
 - *Screen:* Teaching – Unscheduled Teaching and Directed Study
 - *Data Origin:* Python
 - *Data Contact:* Department Education Technician or Department Planner
 - **Executive Education and Professional Development Taught**
 - *Purpose:* List of professional development courses taught during the last academic year.
 - *Screen:* Teaching – Executive Education/Professional Development Taught...
 - *Data Origin:* User Provided
 - *Data Contact:* N/A

How do I complete my FAR? (cont.)

Section B – Teaching Load



Teaching Load pulls from three different screens:

- **Scheduled Teaching**
- **Unscheduled Teaching and Directed Study** (classes of fewer than 5 enrolled students)
- **Executive Education/Professional Development Taught (Short Courses or other Non-Credit Instruction)**

The first two screens will be automatically populated with information from Python. You will need to verify that this information is correct, and complete any missing data required by your department (including uploading of your class syllabus).

If any information is missing from these sections, contact your Department Education Technician or Department Planner to have the issue resolved.

The last screen you will need to provide the data for. This process will be described a little later in this guide.

How do I complete my FAR? (cont.)

Section B – Teaching Load

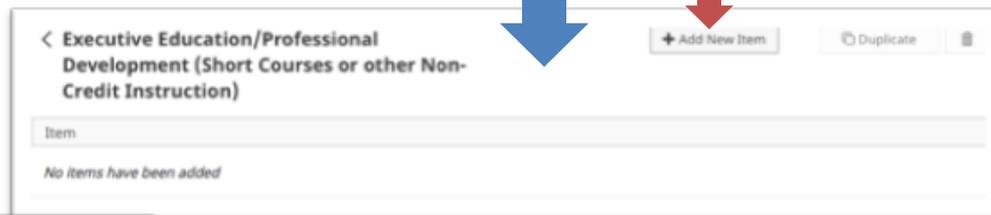


Teaching

- Scheduled Teaching
- Unscheduled Teaching and Directed Study
- Thesis, Capstone, Dissertation Advising
- Executive Education/Professional Development (Short Courses or other Non-Credit Instruction)

1. Click on the “Executive Education/Professional Development...” link.

2. Click the “Add New Item” button.

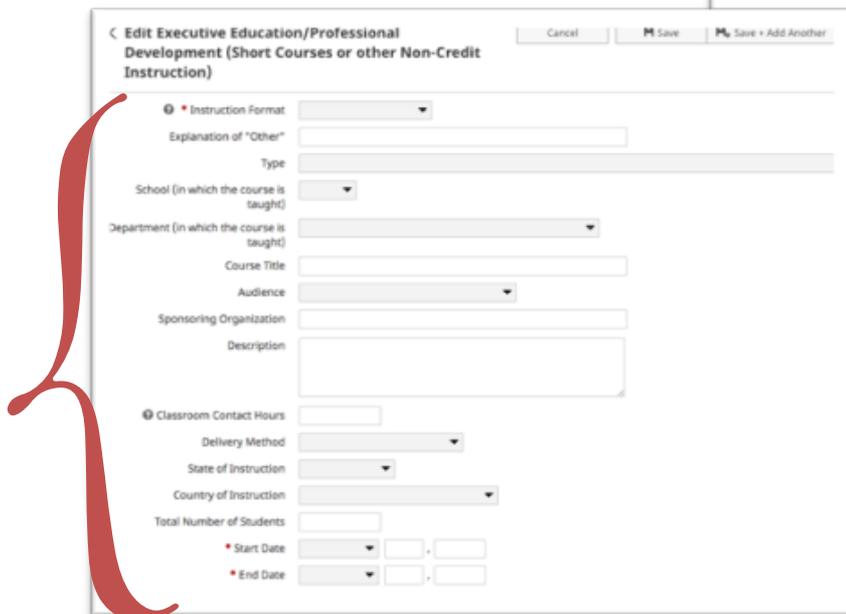


Executive Education/Professional Development (Short Courses or other Non-Credit Instruction)

+ Add New Item Duplicate

Item

No items have been added



Edit Executive Education/Professional Development (Short Courses or other Non-Credit Instruction)

Cancel Save Save + Add Another

• Instruction Format

Explanation of "Other"

Type

School (in which the course is taught)

Department (in which the course is taught)

Course Title

Audience

Sponsoring Organization

Description

• Classroom Contact Hours

Delivery Method

State of Instruction

Country of Instruction

Total Number of Students

• Start Date

• End Date

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.

How do I complete my FAR? (cont.)

Section C – Theses, Dissertations, Capstones and Projects Advised

This section is populated from Python. You can review and add more information where necessary.

- **Section C: Theses, Dissertations, Capstones, and Projects Advised**
 - *Purpose:* List of theses, dissertations, capstones and other projects advised during the last academic year.
 - *Screen:* Teaching – Thesis, Capstone, Dissertation Advising
 - *Data Origin:* Python
 - *Data Contact:* Department Education Technician or Department Planner

How do I complete my FAR? (cont.)

Section C – Theses, Dissertations, Capstones and Projects Advised



Thesis, Capstone and Dissertation advising information is loaded from Python. Information on this screen is locked and only comments about the work can be added.

Please review the information loaded and verify that all Theses, Capstones and Dissertations have been included in your profile. When you view each record, you are able to link any Theses, Capstones, and Dissertations advised to your sponsored and unsponsored activities.

If any information is missing, you will need to contact your Department Education Technician or your Department Planner to ensure that the information has been properly entered into Python.

How do I complete my FAR? (cont.)

Section D – Research Summaries

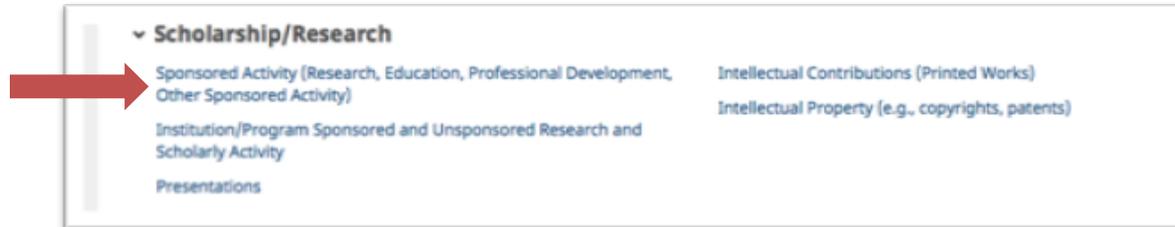
Your Sponsored Research and Scholarly Activities are brought over from the NPS Research Portal. This portal contains all Research, Education, Professional Development, and Other Sponsored Activities that you were the PI or a Co-I on. If any information is missing or should not be included in FAIRS, please contact the Research and Sponsored Programs Office at research@nps.edu.

In the future, we hope to bring updated information from FAIRS back into the the NPS Research Portal to improve our faculty expertise searches. Sharing information will assist the Research Office with locating subject mater experts when requests from potential sponsors come in.

- **Section D: Research Summaries**
 - **Sponsored Research and Scholarly Activity**
 - *Purpose:* List of sponsored projects worked on during the last academic year.
 - *Screen:* Scholarship/Research – Sponsored Activity...
 - *Data Origin:* NPS Research Portal
 - *Data Contact:* Research and Sponsored Programs Office (research@nps.edu)
 - **Internally Sponsored and Un-sponsored Research Activity**
 - *Purpose:* List of any institution/program funded (not processed through RSPO) and unfunded work performed during the last academic year.
 - *Screen:* Scholarship/Research – Institution/Program Sponsored and Un-sponsored...
 - *Data Origin:* User Provided
 - *Data Contact:* N/A

How do I complete my FAR? (cont.)

Section D – Research Summaries



Sponsored Activities are brought in through the NPS Research Portal, which is managed by the Research and Sponsored Programs Office (RSPO). Externally funded work will appear in this system as well as any work funded through Naval Research Program (NRP). Information must be publicly releasable to be in the system.

RSPO tracks sponsored work by Job Order Number (JON) and Fiscal Year. Efforts have been made to reduce proposals to a single occurrence per Fiscal Year. Some duplicates may still remain in the data, especially for multi-year proposals.

Please review the information in FAIRS, and record owners (typically the project PI) can update information accordingly. If any information needs to be added or removed from FAIRS (or the Research Portal), contact the RSPO at research@nps.edu.

If you have a project that is unfunded or internally sponsored by an NPS program but not routed through RSPO (such as CRUSER funded projects) you will enter that information on the Institution/Program Sponsored and Un-sponsored Research and Scholarly Activity screen.

How do I complete my FAR? (cont.)

Section D – Research Summaries

1. Click on the “Institution/Program Sponsored...” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.

How do I complete my FAR? (cont.)

Section E – Intellectual Contributions and Presentations

The FAIRS implementation team, in conjunction with the Library, has made an initial attempt to include publications from the NPS Institutional Repository, Calhoun. Not all publications have been added, but we hope that we have added enough for you to understand how to enter and update information in this section. You will need to attest to applying the Public Release training information to each publication since the policy was put into effect. You can also indicate if you want publications to be shared to your vitae when the Faculty Vitae system is updated in the future and fed from FAIRS.

- **Section E: Intellectual Contributions**

- **Publications**

- *Purpose:* List of printed works published during the last academic year.
- *Screen:* Scholarship/Research – Intellectual Contributions (Printed Works)
- *Data Origin:* User Provided (some data has been preloaded from Calhoun)
- *Data Contact:* N/A

- **Presentations**

- *Purpose:* List of presentations delivered during the last academic year.
- *Screen:* Scholarship/Research – Presentations
- *Data Origin:* User Provided
- *Data Contact:* N/A

How do I complete my FAR? (cont.)

Intellectual Contributions

1. Click on the “**Intellectual Contributions...**” link.

2. Click the “**Add New Item**” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “**Save**” or “**Save + Add Another**” to finish the record.

How do I complete my FAR? (cont.)

Section E – Intellectual Contributions and Presentations

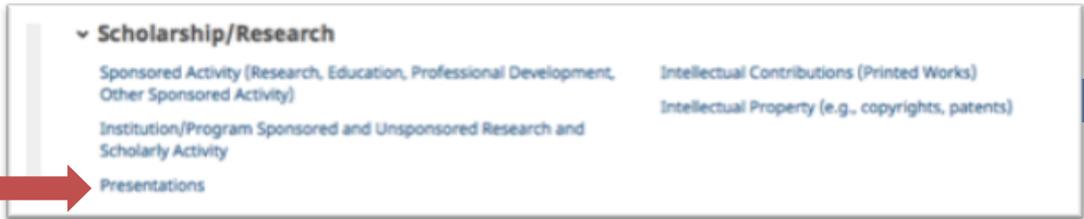
If you maintain your bibliographic citations in an online database, FAIRS allows you to import items from other sources through a BibTeX file. To do this, click the “**Import Items**” button.

The screenshot shows the FAIRS interface. At the top, there is a panel titled "Intellectual Contributions (Printed Works)" with buttons for "Import Items", "Add New Item", "Duplicate", and a trash icon. Below this panel is a text input field labeled "Item" and the message "No items have been added". A red arrow points to the "Import Items" button. Below the panel is a dialog box titled "Import Items" with "Cancel Import" and "Continue >" buttons. The dialog box contains the text: "The citations of your publications may exist in another software system. Instead of rekeying those citations, import them using one of these options:". There are two options: "Option A: Import a file exported from another system" and "Option B: Import by connecting to PubMed". Option A lists "software systems" such as reference managers: EndNote, Mendeley, RefWorks, Zotero, and other databases: Google Scholar, Scopus, Web of Science. Option B says "Search PubMed for your records." A blue arrow points from the "Import Items" button in the top panel to the "Import Items" dialog box. A red bracket highlights the "Continue >" button in the dialog box.

Choose the option that best suits your data source, choose your file, and click “**Continue.**” For more step-by-step information, visit: <http://info.digitalmeasures.com/bibtex2>

How do I complete my FAR? (cont.)

Presentations

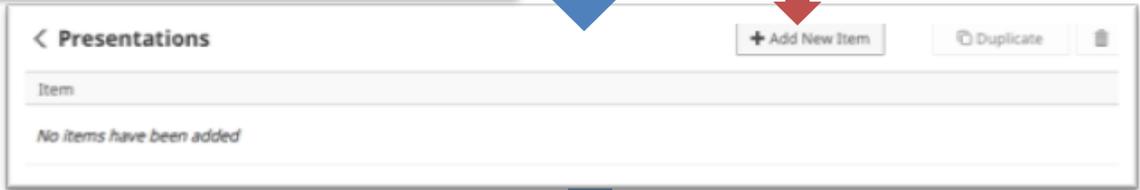


▼ Scholarship/Research

- Sponsored Activity (Research, Education, Professional Development, Other Sponsored Activity)
- Institution/Program Sponsored and Un-sponsored Research and Scholarly Activity
- Presentations
- Intellectual Contributions (Printed Works)
- Intellectual Property (e.g., copyrights, patents)

1. Click on the “Presentations” link.

2. Click the “Add New Item” button.

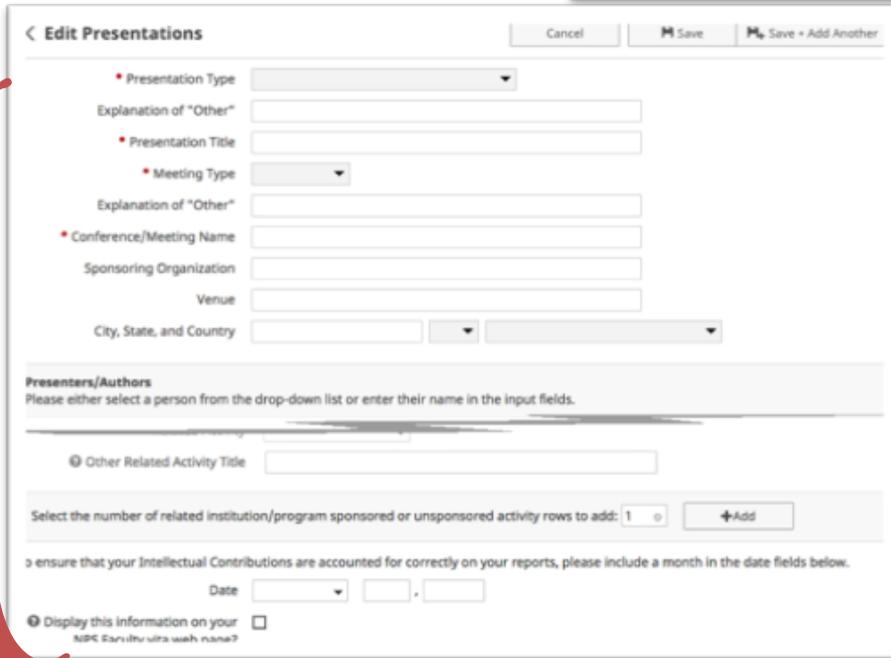


< Presentations

+ Add New Item Duplicate

Item

No items have been added



< Edit Presentations

Cancel Save Save + Add Another

• Presentation Type

Explanation of “Other”

• Presentation Title

• Meeting Type

Explanation of “Other”

• Conference/Meeting Name

Sponsoring Organization

Venue

City, State, and Country

Presenters/Authors
Please either select a person from the drop-down list or enter their name in the input fields.

Other Related Activity Title

Select the number of related institution/program sponsored or unsponsored activity rows to add: 1 +Add

ensure that your Intellectual Contributions are accounted for correctly on your reports, please include a month in the date fields below.

Date

Display this information on your NDC Expirity url web page?

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.

How do I complete my FAR? (cont.)

Section F – Awards and Honors

An initial upload of information was made for any faculty members who have listed awards and honors on their Faculty Vitae. You may enter any awards or honors that you may have received during the Academic Year or edit those that have been added already. You can also indicate if you want publications to be shared to your vitae when the Faculty Vitae system is updated in the future and fed from FAIRS.

- **Section F: Awards and Honors**
 - *Purpose:* List of any awards or honors received during the last academic year.
 - *Screen:* General Information – Awards and Honors
 - *Data Origin:* User Provided (some data preloaded from Faculty Vitae System)
 - *Data Contact:* N/A

How do I complete my FAR? (cont.)

Section F – Awards and Honors

▼ **General Information**

- Personal and Contact Information
- Personnel Data - Rank and Promotion Information | and Status
- NPS Administrative Appointments
- Education

Other Academic / Work Experience

Awards and Honors

Licensures and Certifications

Professional Memberships

1. Click on the “**Awards and Honors**” link.

2. Click the “**Add New Item**” button.

< **Awards and Honors**

+ Add New Item Duplicate

Item

No items have been added

< **Edit Awards and Honors** Cancel Save Save + Add Another

* Award or Honor Name

Organization/Sponsor

Purpose

Scope

Brief Description/Explanation

* Date Received

Display this information on your NPS Faculty vita web page?

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “**Save**” or “**Save + Add Another**” to finish the record.

How do I complete my FAR? (cont.)

Section G – Institutional Service

This section is fed from two different screens. NPS Administrative Appointments are fed by Academic Planning, but also allow you to enter other appointments that they do not track. Internal Service allows you to list any councils, boards, or other services that you perform for NPS. You can also indicate if you want publications to be shared to your vitae when the Faculty Vitae system is updated in the future and fed from FAIRS.

- **Section G: Institutional Service**

- **NPS Administrative Appointments**

- *Purpose:* List of NPS administrative appointments performed during the last academic year.
- *Screen:* General Information – NPS Administrative Appointments
- *Data Origin:* User Provided (some data preloaded from HELM)
- *Data Contact:* Academic Planning (academicplanning@nps.edu)

- **NPS Internal Service**

- *Purpose:* List of internal service to NPS provided during the last academic year.
- *Screen:* Service – Internal (NPS)
- *Data Origin:* User Provided (some data preloaded from Faculty Vitae System)
- *Data Contact:* N/A

How do I complete my FAR? (cont.)

Section G – Institutional Service

For this section of your FAR, some information may already be pre-loaded by Academic Planning. If you are missing any appointments, you may add them by clicking on the “**Add New Item**” button.



General Information

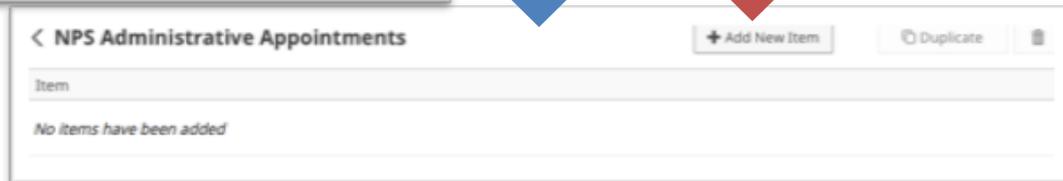
- Personal and Contact Information
- Personnel Data - Rank and Promotion Information | NPS Affiliations and Status
- NPS Administrative Appointments**
- Education

Other Academic / Work Experience

- Awards and Honors
- Licensures and Certifications
- Professional Memberships

1. Click on the “**NPS Administrative Appointments**” link.

2. Click the “**Add New Item**” button.



< NPS Administrative Appointments

+ Add New Item Duplicate

Item

No items have been added



< Edit NPS Administrative Appointments

Cancel Save Save + Add Another

If you see any information on this screen that is not correct, please contact academicplanning@nps.edu.

Position/Role

Scope

Approx. Number of Hours Spent Per Year

Responsibilities/Brief Description

Leave End Date empty if no official end date.

Start Date

End Date

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “**Save**” or “**Save + Add Another**” to finish the record.

How do I complete my FAR? (cont.)

Section G – Institutional Service

1. Click on the “**Internal (NPS)**” link.

2. Click the “**Add New Item**” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “**Save**” or “**Save + Add Another**” to finish the record.

How do I complete my FAR? (cont.)

Section H – Professional and Public Service

Some Professional and Public Service has been brought in from the Faculty Vitae System. Otherwise, these two screens will be entered by you when necessary. You can also indicate if you want publications to be shared to your vitae when the Faculty Vitae system is updated in the future and fed from FAIRS.

- **Section H: Professional and Public Service**
 - **Professional Service**
 - *Purpose:* List of professional services provided outside of NPS during the last academic year.
 - *Screen:* Service – External (Professional and Other University)
 - *Data Origin:* User Provided (some data preloaded from Faculty Vitae System)
 - *Data Contact:* N/A
 - **Public Service**
 - *Purpose:* List of public services provided outside of NPS during the last academic year.
 - *Screen:* Service – External (Public)
 - *Data Origin:* User Provided (some data preloaded from Faculty Vitae System)
 - *Data Contact:* N/A

How do I complete my FAR? (cont.)

Section H – Professional and Public Service

1. Click on the “**External (Professional and Other University)**” link.

2. Click the “**Add New Item**” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “**Save**” or “**Save + Add Another**” to finish the record.

How do I complete my FAR? (cont.)

Section H – Professional and Public Service

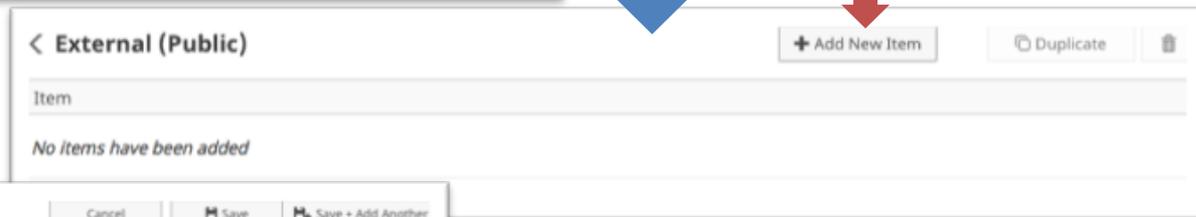


Service

- Internal (NPS)
- External (Professional and Other University)
- External (Public)

1. Click on the “External (Public)” link.

2. Click the “Add New Item” button.

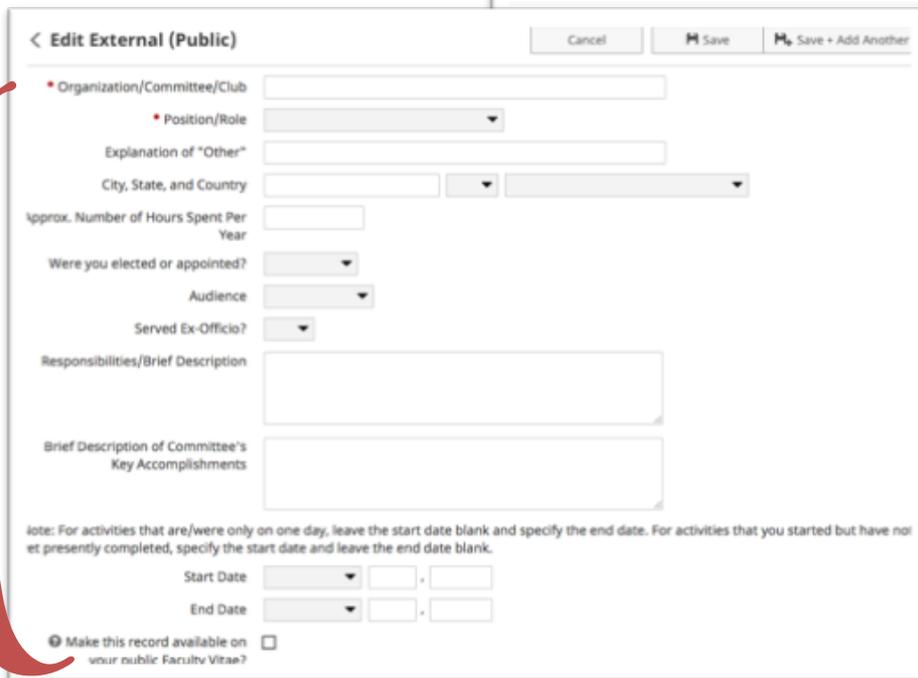


< External (Public)

+ Add New Item Duplicate

Item

No items have been added



< Edit External (Public)

Cancel Save Save + Add Another

* Organization/Committee/Club

* Position/Role

Explanation of “Other”

City, State, and Country

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Audience

Served Ex-Officio?

Responsibilities/Brief Description

Brief Description of Committee’s Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not presently completed, specify the start date and leave the end date blank.

Start Date

End Date

Make this record available on your public Faculty vitae?

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.

How do I complete my FAR? (cont.)

Running the Report

- Once you have finished adding/updating all of the information required for your FAR, follow the steps on pages 5-6 to run your FAR again.
- If anything is missing, or does not appear correct, revisit the screen(s) necessary to update the information.
- If your FAR is now complete, follow the steps from your Department Chair or School Dean on how to submit the final report.
- You have now completed your FAR obligation for the Academic Year!
- Feel free to keep your information up to date throughout the year. Supplied data will be uploaded quarterly to help you keep your information up to date throughout the year. We are still working on preparing these updates for the first quarter of Academic Year 2016, but the information will be there soon.

How do I complete my FAR? (cont.)

NPS Faculty Vitae and NPS Portal Fields

- You may have noticed two checkboxes at the bottom of various screens.



Display this information on your
NPS Faculty vita web page?

In the future, we will be using FAIRS to manage our Faculty Curriculum Vitae (CV) system (currently managed by RSPO). This change will allow you to self manage what information is added to your CV directly through FAIRS.

To prepare for this eventual change, we have added this field to FAIRS so you can begin planning the look of your public CV information.

Check this box if you wish to include the record on your public CV in the future.



Make updated information
available to the NPS Research
Portal?

In the future, we plan to connect FAIRS with the new NPS Research Portal hosted on the RSPO website. This portal contains basic information about your sponsored projects.

The RSPO would like to update this information as your project progresses by copying updates to the abstract, co-investigators, etc. back to the NPS Research Portal.

Check this box if you wish to provide the record updates to the NPS Research Portal in the future.

Questions or Issues?

If you have any questions, feel free to contact us
at: FAIRSOmbudsman@nps.edu

We will also create a support site soon.

We hope that you will enjoy using this new
system!