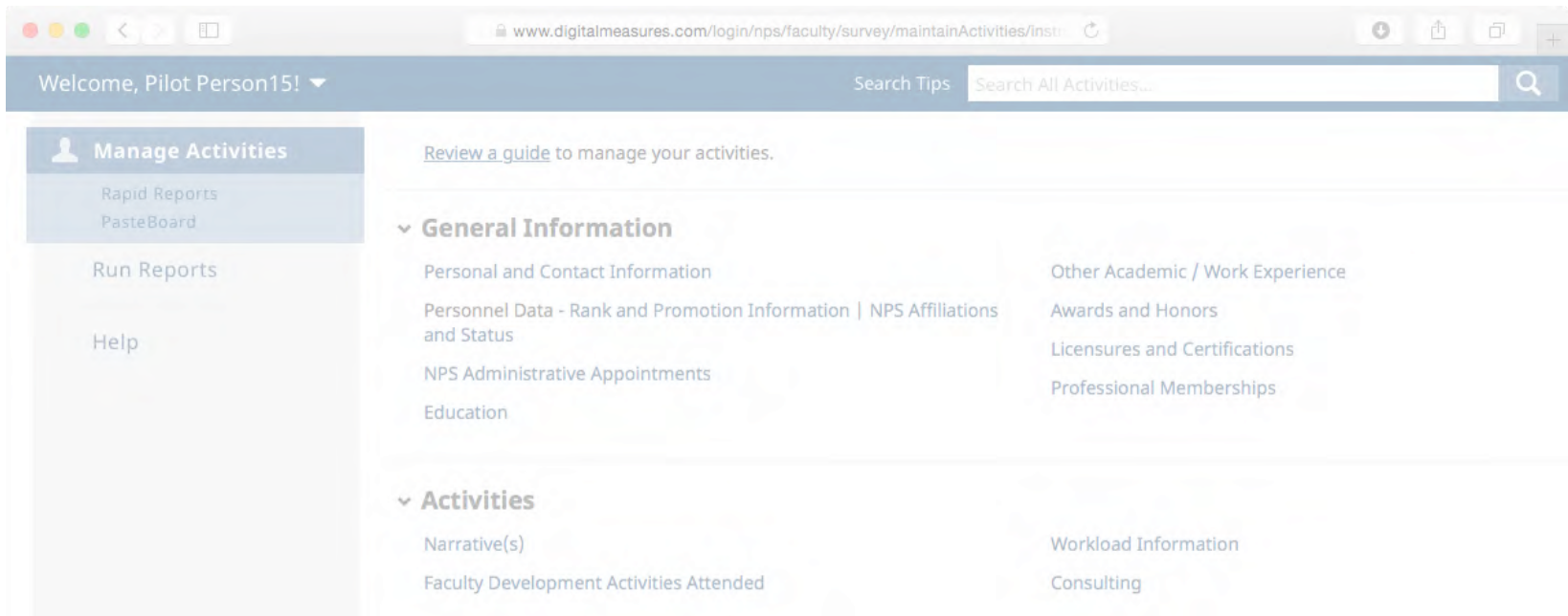


# Faculty Activity and Information Reporting System (FAIRS)



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# Let's get started!

## Logging in

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

NAVAL POSTGRADUATE SCHOOL  
Academic Affairs

FAIRS

### Faculty Activity and Information Reporting System (FAIRS)

To improve data reporting and simplify a number of processes, NPS has brought a new system on board. FAIRS is a tool hosted by Digital Measures for collection and storage of information about your scholarly and service activities for a number of uses, such as:

- Faculty Activity Reports
- Faculty CVs (to replace current NPS Faculty CV system)
- Promotion & Tenure documentation
- Accreditation reports
- And many more....

**To access FAIRS click the button below**  
(Use your NPS ERN Login information to access the system.)

[Log in to FAIRS](#)

**Faculty Activity Report FAR Sections and Related Screens**

**Navigation:**

- FACULTY ACTIVITIES
  - RESEARCH
  - TEACHING
  - SERVICE
- CUSTOM REPORTS
  - FACULTY
    - o CV
    - o FAR
    - o P&T DOCS
  - INSTITUTIONAL
    - o RESEARCH
    - o ANNUAL

**Report Structure:**

- Section 1: Academic Activities
  - Activities Section
- Section 2: Teaching and Learning
  - Scheduled Teaching
  - Unscheduled Teaching and Observed Hours
  - Professional Development Targets
- Section 3: Research
  - Thesis, Capstone, Dissertation Advising



Login to Digital Measures

Username  [Forgot your password?](#)

Password  [Need Help?](#)

Don't Remember Login

[Login](#)

- 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.

Name of User  
you are logged in  
as.

Manage your  
information and  
run reports.

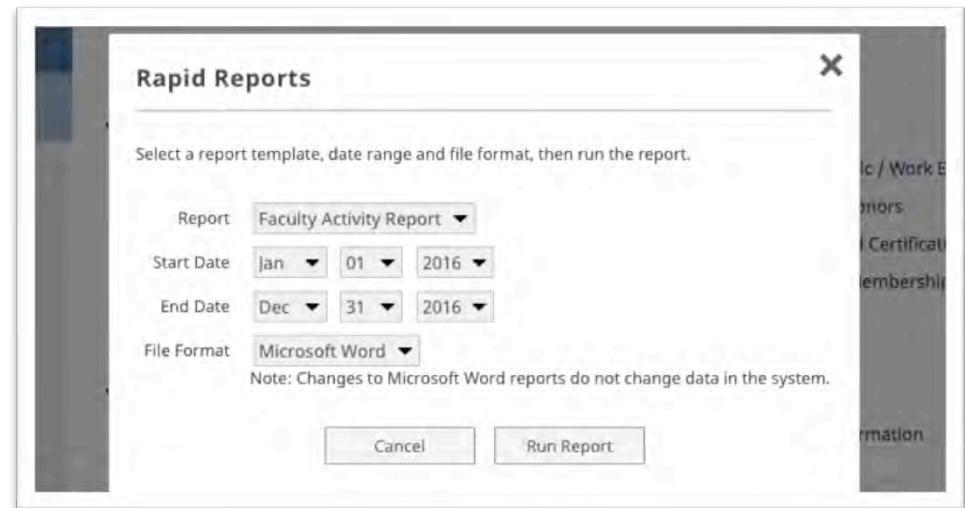
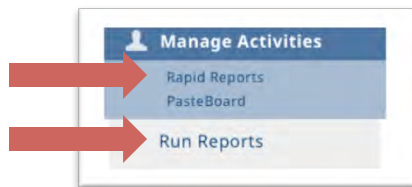
Send email help  
request to FAIRS  
Ombudsman.

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 the 'Rapid Reports' dialog box. The dialog has a title bar with 'Rapid Reports' and a close button (X). Below the title bar, there is a instruction: 'Select a report template, date range and file format, then run the report.' The dialog contains the following fields:

- Report: Faculty Activity Report (dropdown menu)
- Start Date: Jan 01 2016 (date picker)
- End Date: Dec 31 2016 (date picker)
- File Format: Microsoft Word (dropdown menu)

Below the fields, there is a note: 'Note: Changes to Microsoft Word reports do not change data in the system.' At the bottom of the dialog, there are two 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.

**Rapid Reports**

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

Report: Faculty Activity Report

Start Date: Oct 01 2014

End Date: Sep 30 2015

File Format: Microsoft Word

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

Cancel Run Report

For the Academic Year 2015 Faculty Activity Report select the following:

Start Date: [October 1, 2014](#)

End Date: [September 30, 2015](#)

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

# 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](mailto:academicplanning@nps.edu).

- **Name**

- *Screen:* General Information – Personal and Contact Information
- *Data Origin:* Python
- *Data Contact:* Academic Planning ([academicplanning@nps.edu](mailto: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](mailto: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](mailto: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.

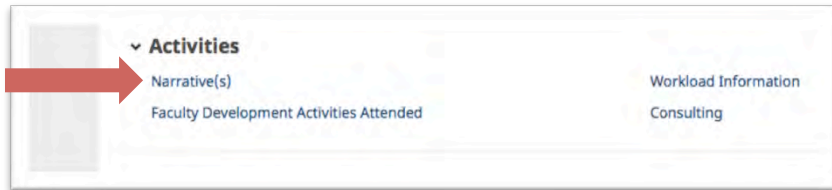
As part of the change in NPS Public Release Policy, you will need to attest that you have taken the most recent Public Release training each Academic Year.

- **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

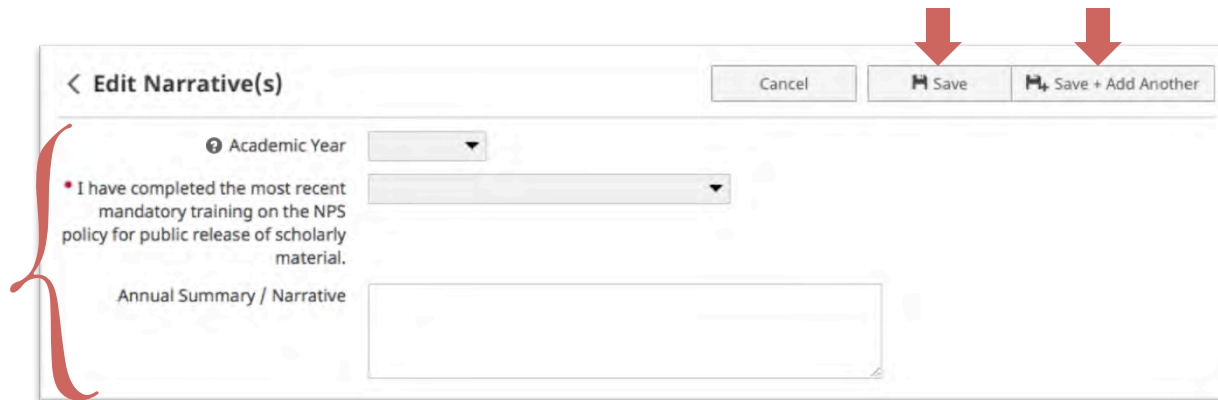
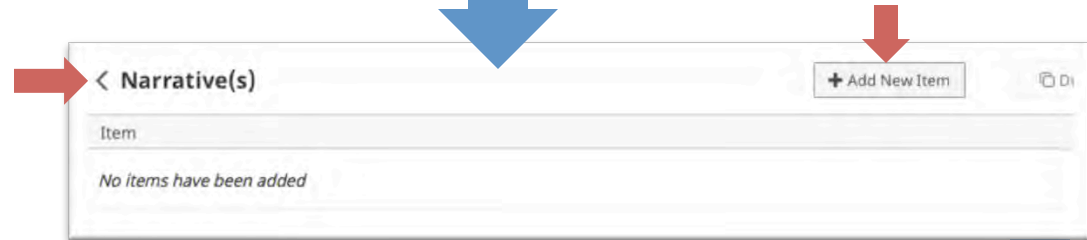
# How do I complete my FAR? (cont.)

## Section A – Narrative Summary



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, 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.)

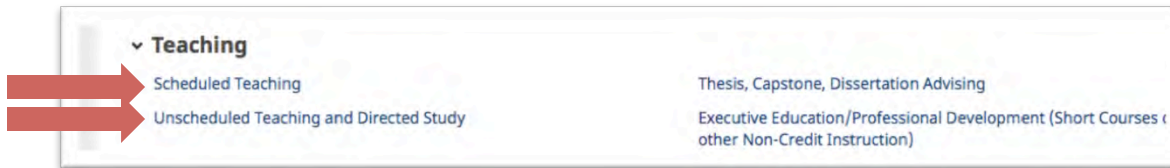
## Section B – Teaching Load

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**
- **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.

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](mailto:research@nps.edu).

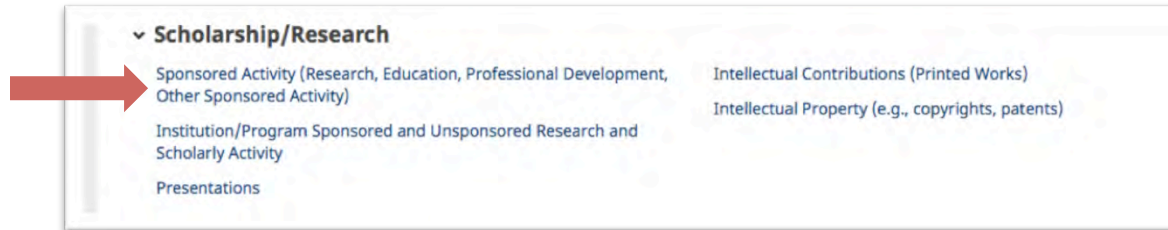
In the future, we hope to bring updated information from FAIRS back into the the NPS Research Portal to improve our faculty expertise searches. Sharing information will assist the Research Office with locating subject mater experts when requests from potential sponsors come in.

- **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](mailto: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). Information should be limited to Unclassified/Unrestricted projects only. Do not list any classified or controlled work in this 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 update accordingly. If any information needs to be added or removed from FAIRS (or the Research Portal), contact the RSPO at [research@nps.edu](mailto:research@nps.edu).

# 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.)

## Section E – Intellectual Contributions and 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 “**Intellectual Contributions...**” link.

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

**Intellectual Contributions (Printed Works)**

Import Items Add New Item Duplicate

Item

No items have been added

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.

**Edit Intellectual Contributions (Printed Works)**

Contribution Type  
Explanation of “Other”  
Current Status  
Title of Contribution  
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work

**Authors/Editors/Translators**  
Please order the contributors in the order of contribution.  
Please either select a person from the drop-down list or enter their name in the input fields.

NPS Personnel	First Name	Middle Name/Initial	Last Name	Institution/Company	Role
Person15, Pilot: dmvector					Author

Select the number of author/editor/translator rows to add: 1 +Add

Full-text of this item: No File Stored Choose File...

Expected Date of Submission  
Date Submitted  
Date Accepted  
Date Published

Make this record available on your public Faculty Vitae?

# 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 image shows two screenshots from the FAIRS interface. The top screenshot is a header for 'Intellectual Contributions (Printed Works)' with buttons for 'Import Items', 'Add New Item', 'Duplicate', and a trash icon. A red arrow points to the 'Import Items' button. The bottom screenshot is the 'Import Items' dialog box, which has 'Cancel Import' and 'Continue >' buttons. It contains two options: 'Option A: Import a file exported from another system' and 'Option B: Import by connecting to PubMed'. Option A lists 'software systems' (EndNote, Mendeley, RefWorks, Zotero) and 'other databases' (Google Scholar, Scopus, Web of Science). Option B prompts the user to 'Search PubMed for your records.' A blue arrow points from the 'Import Items' button in the top screenshot 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.)

## Section E – Intellectual Contributions and Presentations

1. Click on the “Presentations” 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.

▼ 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)

< 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.

Publications

Related Publications Please select...

Select the number of publications rows to add: 1 +Add

Date

Make this record available on your public Faculty Vitae?

# 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 | **Awards and Honors**
- NPS Administrative Appointments
- Education

Other Academic / Work Experience

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](mailto: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.

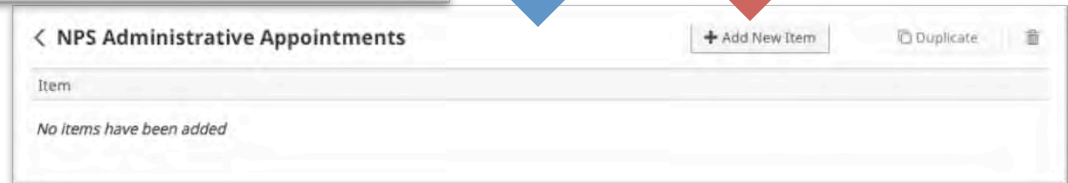


General Information

- 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.

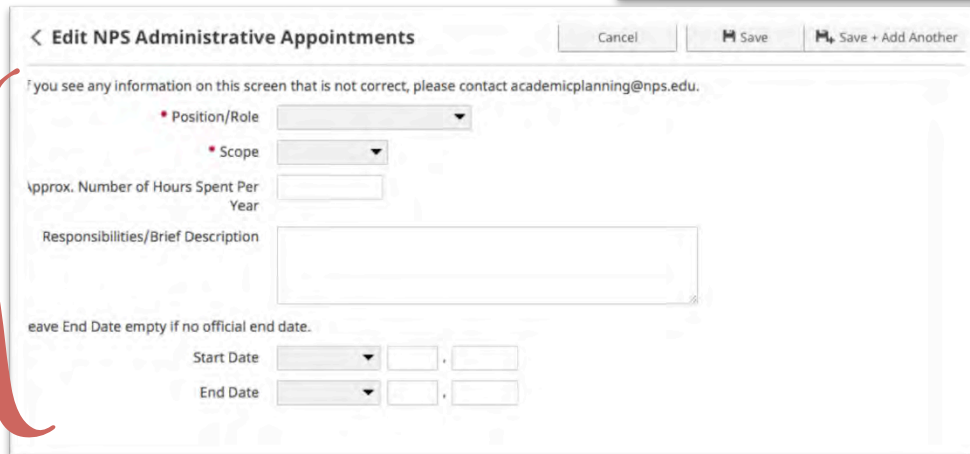


< NPS Administrative Appointments

+ 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.)

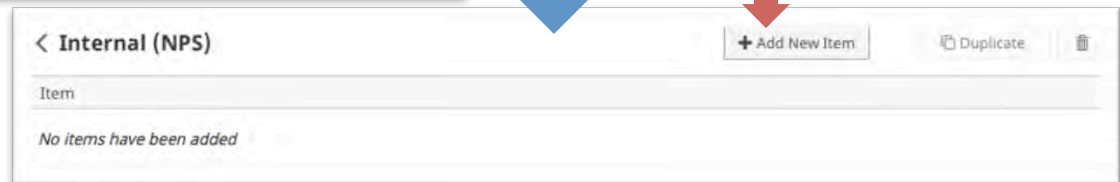
## Section G – Institutional Service



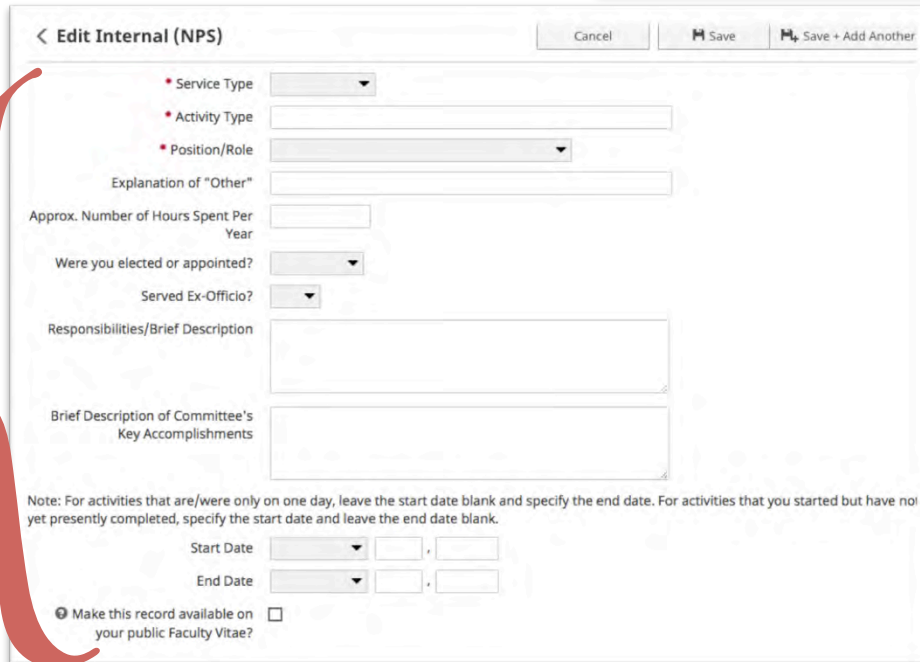
A screenshot of a web interface showing a dropdown menu for 'Service'. The menu is open, and 'Internal (NPS)' is selected. Other options visible are 'External (Public)' and 'External (Professional and Other University)'. A red arrow points to the 'Internal (NPS)' option.

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

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



A screenshot of the 'Internal (NPS)' page. The page title is '< Internal (NPS)'. Below the title, there is a text input field labeled 'Item' and a message that says 'No items have been added'. A red arrow points to the '+ Add New Item' button in the top right corner. Other buttons visible are 'Duplicate' and a trash icon.



A screenshot of the 'Edit Internal (NPS)' form. The form has a title '< Edit Internal (NPS)' and buttons for 'Cancel', 'Save', and 'Save + Add Another'. The form contains several fields: 'Service Type' (dropdown), 'Activity Type' (text input), 'Position/Role' (dropdown), 'Explanation of "Other"' (text input), 'Approx. Number of Hours Spent Per Year' (text input), 'Were you elected or appointed?' (dropdown), 'Served Ex-Officio?' (dropdown), 'Responsibilities/Brief Description' (text area), and 'Brief Description of Committee's Key Accomplishments' (text area). At the bottom, there is a note: '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 yet presently completed, specify the start date and leave the end date blank.' Below the note are 'Start Date' and 'End Date' fields (each with a dropdown and two input boxes). At the very bottom, there is a checkbox labeled 'Make this record available on your public Faculty Vitae?'. A large red bracket is drawn on the left side of the form.

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.)

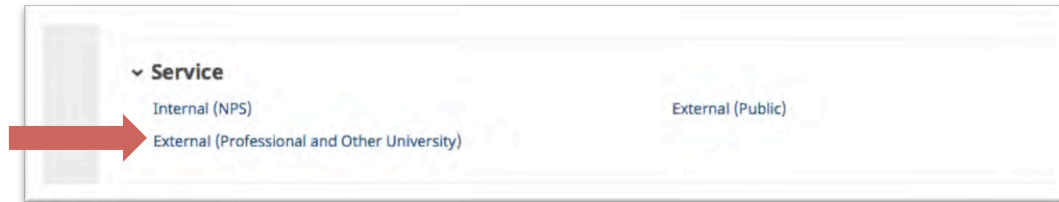
## Section H – Professional and Public Service

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

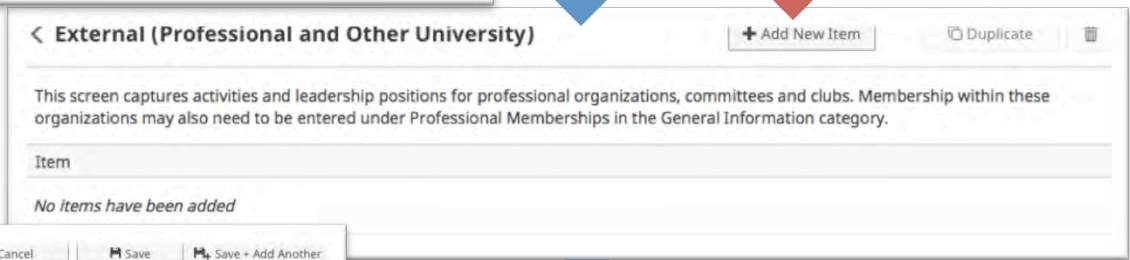


Service

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

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

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

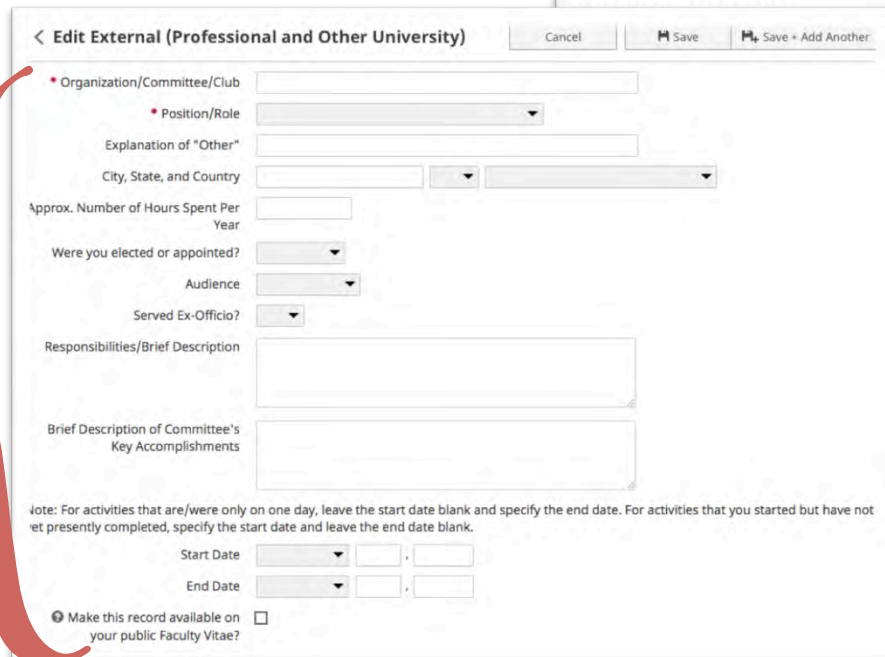


< External (Professional and Other University) + Add New Item Duplicate Trash

This screen captures activities and leadership positions for professional organizations, committees and clubs. Membership within these organizations may also need to be entered under Professional Memberships in the General Information category.

Item

No items have been added



< Edit External (Professional and Other University) 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 yet presently completed, specify the start date and leave the end date blank.

Start Date

End Date

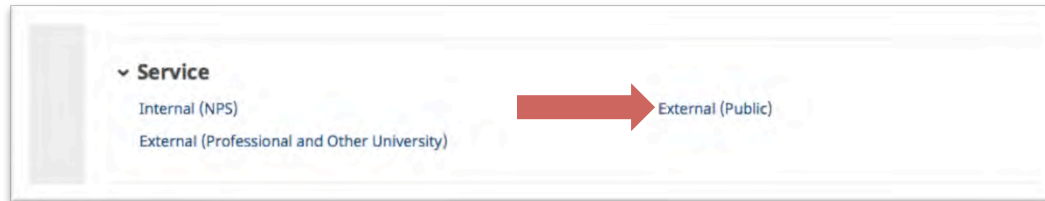
Make this record available on your public Faculty Vitae?

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.)

## Section H – Professional and Public Service

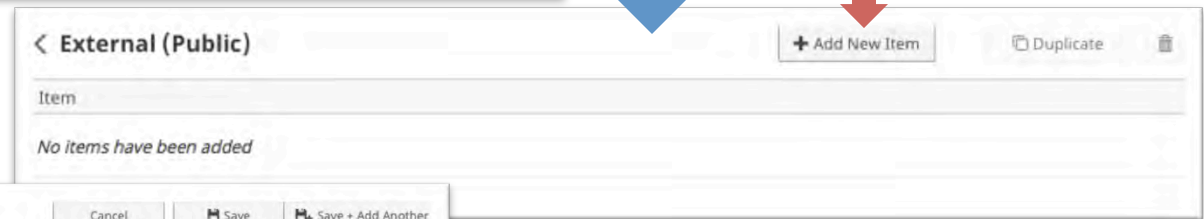


Service

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

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

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

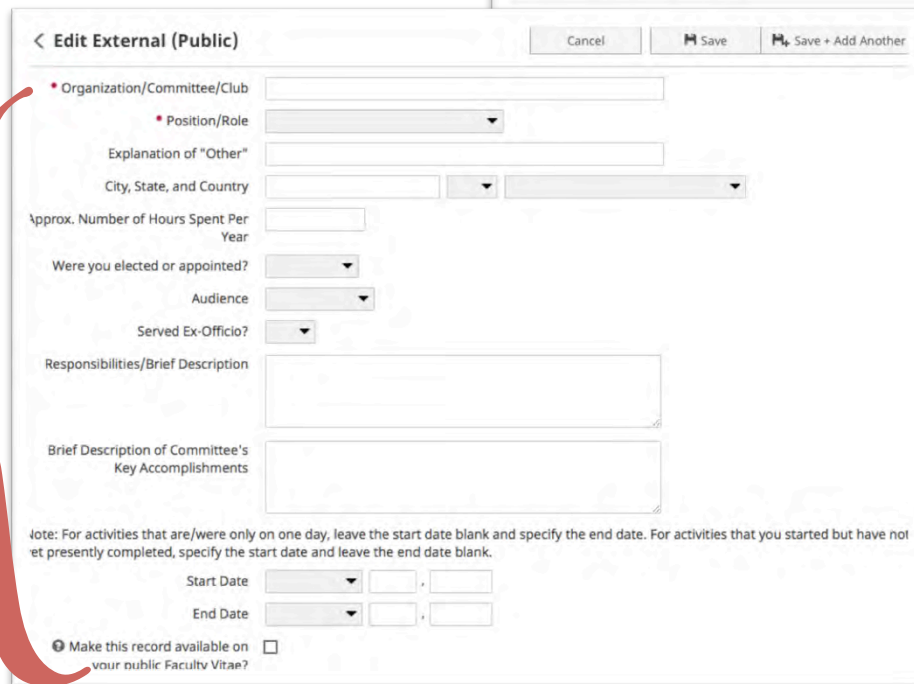


< External (Public)

+ 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 yet 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.)

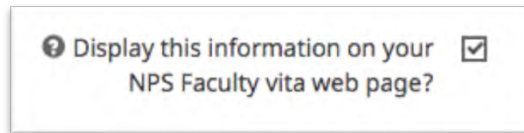
## Running the Report

- 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.

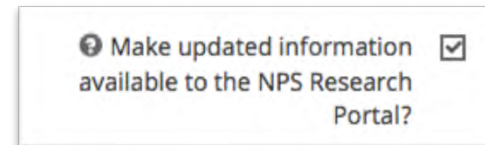


Display this information on your  
NPS Faculty vita web page?

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](mailto:FAIRSOmbudsman@nps.edu)

We will also create a support site soon.

We hope that you will enjoy using this new  
system!