

How to Create a Summary Report of All Faculty Activities

Spring 2020



Contents

This Quick Start Guide will present:

1. How to create a faculty activity summary report
2. How to obtain a faculty vita from the report above.

A Sample of Report

FARS can produce a faculty activity summary report based on the “fields” you select.

Unit	General			Teaching Activities						Scholarly Activities					
	# Faculty	% Logged In	Last Login Date	Credit Hours	Lecture Hours	Lab Hours	Teaching Load	Student Credit Hours	Enrollment	Publications - Journals	Publications - Books	Publications - Book Chapters	Publications - Monographs	Publications - Conference Proceedings	Publications - Professional Reviewer/Editor
School of Music	91	45.1 %	-	637	0	0	0	8465	4183	2	0	2	0	0	0
<i>Allen, Berry</i>			2017-12-01	11	0	0	0	147	122	0	0	0	0	0	0
<i>Clarkson, Kelly</i>			2017-12-01	12	0	0	0	128	58	0	0	0	0	0	0
<i>Cowell, Simon</i>			-	3	0	0	0	30	10	0	0	0	0	0	0
<i>Crowder, David</i>			2017-12-01	15	0	0	0	157	66	0	0	0	0	0	0
<i>Denver, John</i>			2017-11-28	10	0	0	0	123	88	0	0	0	0	0	0
<i>Jones, Amanda</i>			-	3	0	0	0	52	52	0	0	0	0	0	0
<i>Klauth, Khemara</i>			-	8	0	0	0	10	4	0	0	0	0	0	0
<i>Lau, Andy</i>			-	1	0	0	0	20	20	0	0	0	0	0	0
<i>Malkavich, John</i>			2017-12-02	11	0	0	0	51	33	0	0	0	0	0	0
<i>Rose, Sereysothea</i>			-	0	0	0	0	0	0	0	0	0	0	0	0
<i>Tomlin, Chris</i>			2018-03-12	12	0	0	0	81	35	0	0	0	0	0	0

Data Fields/Attributes Available

Data fields or attributes are located under “2 Data”. They are classified into categories, such as General, Teaching Activities, Scholarly Activities, and Other Activities.

Under **General**, there are # Faculty, % Logged In, and Last Login Date.

Under **Teaching Activities**, there are Credit Hours, Lecture Hours, Lab Hours, Teaching Load, Student Credit Hours, and Enrollment.

Under **Scholarly Activities**, Publications – Journals, Publications – Books, Publications - Book Chapters, Publications – Monographs, Publications - Conference Proceedings, Publications - Professional Reviewer/Editor, Publications – Other, Presentations – Paper, Presentations – Poster, Presentations – Workshops, Presentations – Panels, Presentations – Other, Creative Scholarship, and Other.

Under **Other**, there are Course Development Activities; Thesis/Dissertation/Equivalent Special Project Committees; Non-Credit Research or Mentoring; Student Supervision; Student Advising; Other Professional Recognition; Funded Research and Creative Scholarship; Institutional Services/Committees; Professional Services; Professional Development; Any Other Contribution; and Course Release, Buy-Out, Professional Leave, and Sabbatical.

In order to create a summary report of all faculty activities, you may select all the fields.

Report (Continued): The columns of the report continue until the you reached the last one, which is “Course Release, Buy-Out, Professional Leave, and Sabbatical.”

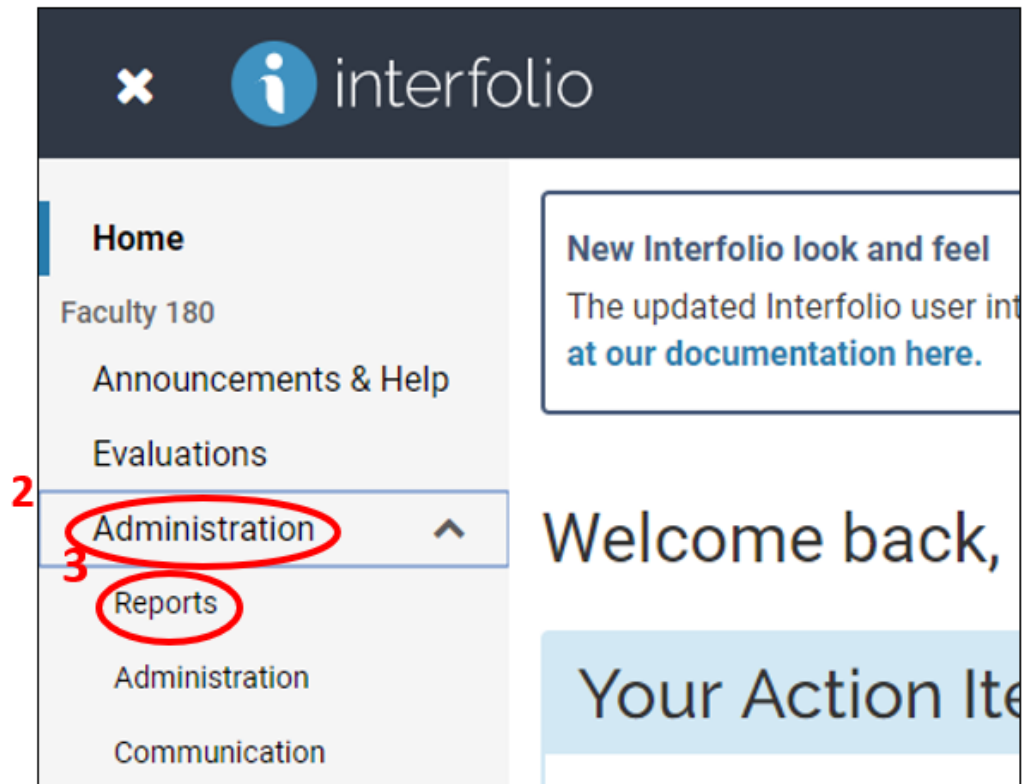
							Other Activities							
Publications - Other	Presentations - Paper	Presentations - Poster	Presentations - Workshops	Presentations - Panels	Presentations - Other	Creative Scholarship	Other	Course Development Activities	Thesis/Dissertation/Equivalent Special Project Committees	Non- Credit Research or Mentoring	Student Supervision	Student Advising		
2	1	0	6	0	2	23	Other Professional Recognition	Funded Research and Creative Scholarship	Institutional Services/Committees	Professional Services	Professional Development	Any Other Contribution	Course Release, Buy-Out, Professional Leave, and Sabbatical	
0	0	0	2	0	0	0		11	96	63	12	29	1	
0	0	0	0	0	0	0		3	9	2	1	10	0	
0	0	0	0	0	0	0		0	0	0	0	0	0	
0	0	0	0	0	0	0		0	0	3	0	0	0	
2	0	0	0	0	0	0		9	0	6	2	0	1	0
0	0	0	0	0	0	0		0	0	2	0	0	0	0
0	0	0	0	0	0	0		0	0	0	0	0	0	0
0	0	0	0	0	0	0		0	0	5	0	0	1	1
0	0	0	0	0	0	8		0	0	2	2	0	0	0
0	0	0	0	0	0	0		0	2	3	0	0	0	0
0	0	0	0	0	0	0								
0	0	0	0	0	0	0								
0	0	0	0	0	0	0								
0	0	0	0	0	0	0								

You can export your report as an Excel file.

[illegible]

How to Create the Report.

1. Log into FARS
2. Click **Administration**
3. Click **Reports**.



4. You will see this screen, which shows the forms of reports and their descriptions.
5. Click on **Activity Overview-By Faculty**.

Reports	
▼ Activity Reports	
Profile Report	Personal information, work experience, degrees, licenses, memberships, honors, interests, biographies, and more
Activity Input Report	Teaching (e.g. enrollment, credit hours), grants, service, professional development, consulting, and more
Scholarly Activities	Research, publications, and creative productions
Grants	Grant activities and funding data
Courses Taught	Enrollment, credit hours, teaching load, and course sections
Activities By Activity Classification	Activities grouped by classifications
▼ Administrative Reports	
Ad Hoc Reports	Report building by selecting data to represent each column: faculty information, faculty classifications, activity input counts, and profile activity counts
Activity Overview - By Faculty	Activities by units and faculty members within those units
Activity Overview - By Semester	Activities by units and the semesters within those units
Faculty Classifications	Faculty members organized by classification rank, tenure status, and other faculty classifications
Scholarly Citations	Publications and creative productions by faculty members within units
Grant Citations	Grant activities and funding data by faculty members within units
Standard Vitas	Vitas for selected faculty members
Course Attachments	Courses based on types and status of supporting documentation (such as syllabus, course evaluations, peer evaluations, and more)
Prior Activity Input Forms	Submitted activity input forms
Evaluations	Status and results of faculty performance reviews

6. Select a semester and year for Begin Semester and End Semester
7. Select the data fields. By default, all boxes are checked.

1 Details

Unit	School of Music [Change]	
Form	PAR 6 ▼	
Begin Semester	Summer II ▼	2017 ▼
End Semester	Summer I ▼	2018 ▼

2 Data

General ☐

☒ # Faculty

☒ % Logged In

☒ Last Login Date

Teaching Activities ☐

☒ Credit Hours

☒ Lecture Hours

☒ Lab Hours

☒ Teaching Load

☒ Student Credit Hours

☒ Enrollment

Please note that this is just an example. You can include and exclude any data fields.

8. Then click **Generate Report**

Scholarly Activities

- ☒ Publications - Journals
- ☒ Publications - Books
- ☒ Publications - Book Chapters
- ☒ Publications - Monographs
- ☒ Publications - Conference Proceedings
- ☒ Publications - Professional Reviewer/Editor
- ☒ Publications - Other
- ☒ Presentations - Paper
- ☒ Presentations - Poster
- ☒ Presentations - Workshops
- ☒ Presentations - Panels
- ☒ Presentations - Other
- ☒ Creative Scholarship
- ☒ Other

Other Activities

- ☒ Course Development Activities
- ☒ Thesis/Dissertation/Equivalent Special Project Committees
- ☒ Non-Credit Research or Mentoring
- ☒ Student Supervision
- ☒ Student Advising
- ☒ Other Professional Recognition
- ☒ Funded Research and Creative Scholarship
- ☒ Institutional Services/Committees
- ☒ Professional Services
- ☒ Professional Development
- ☒ Any Other Contribution
- ☒ Course Release, Buy-Out, Professional Leave, and Sabbatical

8

Generate Report

9. To filter by course level
(**Undergraduate, Graduate, and Professional**), click the drop down arrow and select your desired option.
10. “**Status**” refers to status of professional activities. Click **Change** if you wish to include or exclude options in the report.
11. Click **Change** to make change to grant status.
12. Change the reporting period by clicking on the semester and year.

Western Michigan University FARS > Reports > Activity Overview - By Faculty >

Reports

Activity Overview - By Faculty

General

Unit School of Music **Change**

Course Level All **Change**

Status Completed/Published/Unpublished/Not Accepted **Change**

Grant Status Completed/Funded - In Progress **Change**

Begin Spring 2018

End Spring 2018

Refresh Report

Faculty

Unit School of Music

Employment Status All Faculty

Begin Spring 2018

End Spring 2018

Select Faculty

Details

Activity Classifications

Select

IS

Apply

Unit	General			Teaching Activities				
	# Faculty	% Logged In	Last Login Date	Credit Hours	Lecture Hours	Lab Hours	Teaching Load	Student Credit Hours
School of Music	241	18.3 %	-	0	0	0	0	0

13. You can run a report by faculty rank by clicking **Select Faculty**. Another screen will pop up for you to select the criteria.

Western Michigan University FARS > Reports > Activity Overview - By Faculty >

Reports

Activity Overview - By Faculty

General

Unit

School of Music

Change

Course Level

All

Status

Completed/Published
Accepted

Change

Grant Status

Completed
Funded - In Progress

Change

Begin

Spring

2018

End

Spring

2018

Refresh Report

Faculty

Unit

School of Music

Employment Status

All Faculty

Begin

Spring 2018

End

Spring 2018

Select Faculty

Details

Activity Classifications

Select

IS

Apply

Unit	General			Teaching Activities				
	# Faculty	% Logged In	Last Login Date	Credit Hours	Lecture Hours	Lab Hours	Teaching Load	Student Credit Hours
School of Music	241	18.3 %	-	0	0	0	0	0

14. Be sure to check your school or unit. If incorrect, click Change. Be sure to check the Begin and End dates for your reporting period.
15. You can select faculty members by a title (i.e., rank), login status, teaching, and faculty classifications.
16. In the Faculty Title box, type a title (i.e., Professor) or select a title you want from the popup list. Or leave it blank if you want all faculty titles.
17. Select an option of Login Status. If the login status is “**Active**,” the faculty members who have access to FARS will be included in the report. If “Has Logged In Since” is selected, a date is required.

The screenshot shows a web-based filter interface for a report. At the top is a 'Search' button. Below it is a checkbox labeled 'Select Individual Faculty'. A section titled 'Standard Filters' contains several options:

- Unit:** A dropdown menu showing 'School of Music' with a red box and the number 14 next to it. Below the dropdown is a blue 'Change' button.
- Assigned To Unit As:** A dropdown menu showing 'Both'.
- Exclude Subunits:** An unchecked checkbox.
- Administrators Only:** An unchecked checkbox.
- Employment Status:** A dropdown menu showing 'All Faculty'.
- Begin:** A date selector showing 'Spring' and '2017'.
- End:** A date selector showing 'Spring' and '2018'.

Below the 'Standard Filters' section is a list of filter categories, each with a blue arrow icon:

- Faculty Titles:** A red box and the number 15 are next to this label. A blue arrow points from this label to the 'Faculty Titles' section on the right.
- Login Status:** A red box and the number 15 are next to this label. A blue arrow points from this label to the 'Login Status' section on the right.
- Teaching**
- Faculty Classifications**

On the right side of the interface, there are two sections:

- Faculty Titles:** A red box and the number 16 are next to this section header. Below it is a text input field labeled 'Faculty Title'.
- Login Status:** A red box and the number 17 are next to this section header. Below it is a dropdown menu labeled 'Login Status' showing 'All Faculty'. Underneath are three radio button options: 'Don't Filter On Last Login' (selected), 'Has Never Logged In', and 'Has Logged In Since'. Below these options is an empty text input field.

18. Select **Yes** because you want to include faculty members who taught a course during the reporting period. However, if you don't want the report to be filtered by course taught status, select **N/A**. Select **No** if you only want the faculty members who did not teach a course during the reporting period.
19. Ignore it if you want all faculty classifications. Select a criterion you want to include or exclude in the report. Eg. If you select "**Faculty Rank**", many options will appear. To click multiple items, hold key Ctrl and click the items.
20. Then, select "**IS**" if you want to include that criterion or "**IS NOT**" if you want to exclude it. Then click **Apply**.

The screenshot shows a web-based filter interface for a faculty report. It includes a search bar, a 'Select Individual Faculty' checkbox, and a 'Standard Filters' section. The 'Standard Filters' section contains fields for 'Unit' (School of Music), 'Assigned To Unit As' (Both), 'Exclude Subunits', 'Administrators Only', 'Employment Status' (All Faculty), and date ranges for 'Begin' (Spring 2017) and 'End' (Spring 2018). Below these are expandable sections for 'Faculty Titles', 'Login Status', 'Teaching', and 'Faculty Classifications'.

Three callout boxes provide detailed views of the filter options:

- Callout 18:** Focuses on the 'Teaching' filter. It shows a dropdown menu with options: 'No', 'N/A', 'Yes', and 'No' (highlighted in blue). The number '18' is in the top right corner.
- Callout 19:** Focuses on the 'Faculty Classifications' filter. It shows a dropdown menu with a list of criteria: 'Country of Origin', 'Faculty Rank', 'Languages', 'AACSB: Faculty Qualification Group', 'AACSB: Faculty Sufficiency', 'AACSB: Professional Responsibilities', 'AACSB Publication Type', 'ABET: Level of Activity - Consulting', and 'ABET: Level of Activity - Professional Development'. The number '19' is in the top right corner.
- Callout 20:** Focuses on the 'Faculty Classifications' filter. It shows a dropdown menu with options: 'IS', 'IS' (highlighted in blue), and 'IS NOT'. The number '20' is in the top right corner.

Click the **select faculty** button. Click **Reset** if you want to restart the process on the popped up screen. Click **Cancel** to go back.

The image shows a 'Faculty Classifications' dialog box. It contains a 'Select' dropdown menu, a 'United States' dropdown menu, and an 'IS' dropdown menu. Below these is an 'Apply' button. At the bottom right of the dialog, three buttons are highlighted with a red rectangle: 'Select Faculty', 'Reset', and 'Cancel'.

Another way of faculty selection is to select faculty from a list of names.

- a. To use this feature, check the box **“Select Individual Faculty.”** Otherwise, skip to # 21.

Select Faculty

Search

☒ **Select Individual Faculty**

Standard Filters

Unit
Assigned To Unit As **Both**

☐ Exclude Subunits
☐ Administrators Only

Employment Status **All Faculty**

Begin **Spring** **2017**
End **Spring** **2018**

Faculty Titles
Login Status
Teaching

- b. Click the number that appear in the Available column.
- c. Click **Select** to select all faculty.
- d. Click **List** to select faculty members from the list.

The screenshot shows a 'Select Faculty' dialog box with a search bar and filters. The 'Available' column contains the number '241', which is circled in red and labeled with a red 'b'. An overlay dialog titled 'Select Faculty Options' is in the foreground, containing instructions and two buttons: 'Select' (labeled with a red 'c') and 'List' (labeled with a red 'd').

Select Faculty

Search

☒ Select Individual Faculty

Search...

Standard Filters

Unit

Assigned To Unit As: Both

☐ Exclude Subunits

☐ Administrators Only

Employment Status: All Faculty

Begin: Spring 2017

End: Sp

Available: 241

Selected

»

→

←

«

Select Faculty Options

- **Select** adds all faculty to the "Selected Faculty" list.
- **List** shows "Unselected Faculty" names. (However, loading 241 faculty may cause browser slow down.)

Select **List** Cancel

ty Reset Cancel

In case **List** was chosen, a list of names would appear. Click on names to select names. Click a selected name to deselect it.

The screenshot shows a web application for selecting faculty. On the left, there are filters: 'Select Individual Faculty' (checked), 'Standard Filters' (Unit: Both, Exclude Subunits: unchecked, Administrators Only: unchecked, Employment Status: All Faculty), and 'Faculty Titles', 'Login Status', and 'Teaching' sections. The main area has an 'Available' list of names and a 'Selected' list. A red box highlights navigation buttons between the lists: a double right arrow (add all), a single right arrow (add selected), a single left arrow (remove selected), and a double left arrow (remove all). A red arrow points from this box to a legend on the right.

Available	Selected
Allen, Berry	
Clarkson, Kelly	
Cowell, Simon	
Crowder, David	
Denver, John	
Gipson, Mel	
Jones, Amanda	
Klauth, Khemara	
Lau, Andy	
Malkavich, John	
Rock, Kid	
Rose, Sereysothea	
Sanatra, Frank	
Sin, Sisamuth	
Tomlin, Chris	
Wayne, John	
West, Iris	
Willis, Bruce	

- Adding all faculty to the selected list.
- Adding the selected faculty to the selected list.
- Removing the selected faculty from the selected list.
- Removing all faculty from the selected list.

Select 0 Faculty Reset Cancel

You can search for a faculty name in the search box.

e. After names have been selected, click the **select faculty** button.

The screenshot shows a web-based interface for selecting faculty. At the top, there is a 'Search' tab and a search box containing 'Search...' with a magnifying glass icon. Below the search box is a checkbox labeled 'Select Individual Faculty' which is checked. To the left of the main list are 'Standard Filters' including 'Unit' (Assigned To Unit As: Both), 'Exclude Subunits' (unchecked), 'Administrators Only' (unchecked), 'Employment Status' (All Faculty), and date pickers for 'Begin' (Summer II, 2017) and 'End' (Summer I, 2018). Below these are expandable sections for 'Faculty Titles', 'Login Status', and 'Teaching'. The main area consists of two columns: 'Available' and 'Selected'. The 'Available' column lists 20 faculty names, and the 'Selected' column lists 5 faculty names. Between the columns are navigation arrows: a double right arrow, a single right arrow, a single left arrow, and a double left arrow. At the bottom right, there are three buttons: 'Select 4 Faculty' (circled in red), 'Reset', and 'Cancel'. A red letter 'e' is positioned above the 'Select 4 Faculty' button.

Available	Selected
Allen, Berry	Gipson, Mel
Clarkson, Kelly	Rock, Kid
Cowell, Simon	Sanatra, Frank
Crowder, David	Sin, Sisamuth
Denver, John	
Jones, Amanda	
Klauth, Khemara	
Lau, Andy	
Malkavich, John	
Rose, Sereysothea	
Tomlin, Chris	
Wayne, John	
West, Iris	
Willis, Bruce	
Wyne, Matthew	
Xavier, Luka	
Zoe, Michael	
Zoe, Michello	

21. Click **Refresh Report**.

22. If you wish to see the name of faculty members, click the drop down arrow.

General		Faculty		Details	
Unit	School of Music [Change]	Unit	School of Music	Activity Classifications	
Course Level	All ▼	Employment Status	All Faculty	Select ▼	
Begin	Summer II ▼ 2017 ▼	Begin	Summer II 2017	IS ▼	▼
End	Summer I ▼ 2018 ▼	End	Summer I 2018	Apply	
		Faculty Titles			
		Taught Courses	Yes		
		67 Faculty Selected			
Refresh Report					
Unit	General	Teaching Activities		Other Activities	
	▼ Faculty	Credit Hours	Student Credit Hours	Enrollment	Course Release, Buy-Out, Professional Leave, and Sabbatical
School of Music	67	637	8465	4183	1

The names of faculty members and their activities appears.

23. Click, hold, and scroll this bar to the right to see more columns.

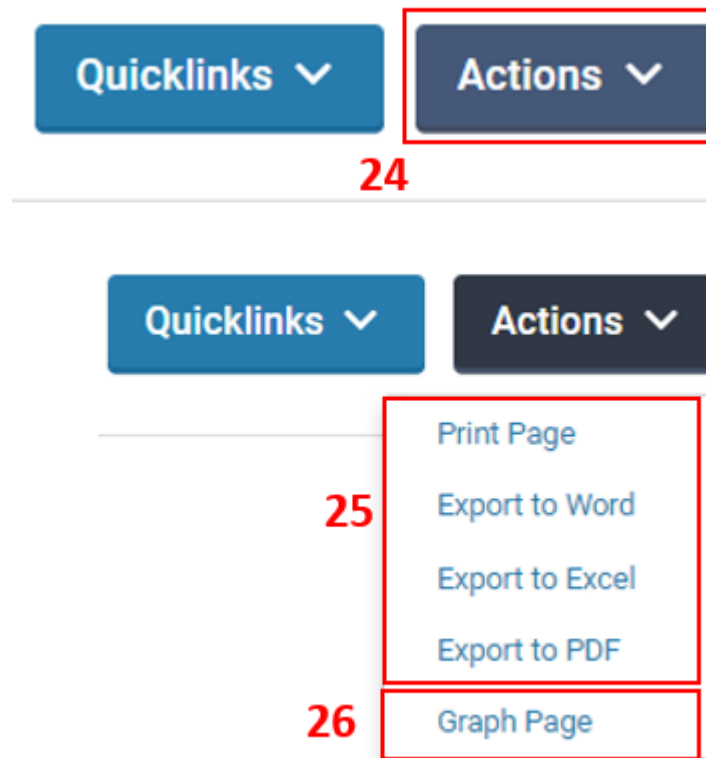
Unit	General			Teaching Activities					
	# Faculty	% Logged In	Last Login Date	Credit Hours	Lecture Hours	Lab Hours	Teaching Load	Student Credit Hours	Enrollment
School of Music	96	41.7 %	-	607	0	0	0	7925	3986
Clarkson, Kelly			2017-12-01	11	0	0	0	147	122
Cowell, Simon			2017-12-01	12	0	0	0	128	58
Gipson, Mel			-	3	0	0	0	30	10
Jones, Amanda			2017-12-01	15	0	0	0	157	66
Klauth, Khemara			2017-11-28	10	0	0	0	123	88
Lau, Andy			-	3	0	0	0	52	52
Malkavich, John			-	8	0	0	0	10	4
Rose, Sereysothea			-	0	0	0	0	0	0
Tomlin, Chris			-	1	0	0	0	20	20
Wayne, John			2017-12-02	11	0	0	0	51	33
West, Iris			-	0	0	0	0	0	0
Willis, Bruce			-	0	0	0	0	0	0

23

24. To print or export your report, click **Actions** in the top right hand corner.

25. Select the option you want.

26. **Graph Page** is for making the figures in the report into graphs.



You can also export a report broken down by names of the faculty.

26. The information on the report will depend on what hyperlinked number (i.e. Credits Hours, etc) you click.

Clicking any blue number under Teaching Activities will give a detail report related to teaching information.

Unit	General			Teaching Activities				
	# Faculty	% Logged In	Last Login Date	Credit Hours	Lecture Hours	Lab Hours	Teaching Load	Student Credit Hours
26 School of Music	96	41.7 %	-	607	0	0	0	7925
Clarkson, Kelly			2017-12-01	11	0	0	0	147
Cowell, Simon			2017-12-01	12	0	0	0	128
Gipson, Mel			-	3	0	0	0	30
Jones, Amanda			2017-12-01	15	0	0	0	157
Klauth, Khemara			2017-11-28	10	0	0	0	123
Lau, Andy			-	3	0	0	0	52
Malkavich, John			-	8	0	0	0	10
Rose, Sereysothea			-	0	0	0	0	0
Tomlin, Chris			-	1	0	0	0	20
Wayne, John			2017-12-02	11	0	0	0	51
West, Iris			-	0	0	0	0	0
Willis, Bruce			-	0	0	0	0	0

Clicking a blue or hyperlinked number under Publications-Journal or Publications –Books will give a detail report corresponding to that category.

Scholarly Activities							
Publications - Journals	Publications - Books	Publications - Book Chapters	Publications - Monographs	Publications - Conference Proceedings	Publications - Professional Reviewer/Editor	Publications - Other	Presentations - Paper
1	0	2	0	0	0	2	0
0	0	0	0	0	0	0	0
							0
							0
							0

Other Activities											
Course Development Activities	Thesis/Dissertation/Equivalent Special Project Committees	Non-Credit Research or Mentoring	Student Supervision	Student Advising	Other Professional Recognition	Funded Research and Creative Scholarship	Institutional Services/Committees	Professional Services	Professional Development	Any Other Contribution	Course Release, Buy-Out, Professional Leave, and Sabbatical
19	77	37	9	12	44	11	95	63	10	29	1
0	0	1	0	0	0	3	9	2	1	10	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	1	0	0	0	0	0	0	2	0	1	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0

Clicking a blue number under a category from Course Development Activities to Course Release, Buy-Out, Professional Leave, and Sabbatical will give a report corresponding to that category.

Please note that if you click a blue number belonging to a faculty member, a report containing only the information of that faculty member will be exported or printed out although you can see other faculty members.

For example, if you click number “12” under Credit Hours in the row of “Cowell, Simon”; then you can see a detail report that list course information by individual faculty members.

Unit	General			Teaching Activities				
	# Faculty	% Logged In	Last Login Date	Credit Hours	Lecture Hours	Lab Hours	Teaching Load	Student Credit Hours
School of Music	96	41.7 %	-	607	0	0	0	7925
Clarkson, Kelly			2017-12-01	11	0	0	0	147
Cowell, Simon			2017-12-01	12	0	0	0	128
Gipson, Mel			-	3	0	0	0	30
Jones, Amanda			2017-12-01	15	0	0	0	157
Klauth, Khemara			2017-11-28	10	0	0	0	123
Lau, Andy			-	3	0	0	0	52
Malkavich, John			-	8	0	0	0	10
Rose, Sereysothea			-	0	0	0	0	0
Tomlin, Chris			-	1	0	0	0	20
Wayne, John			2017-12-02	11	0	0	0	51
West, Iris			-	0	0	0	0	0
Willis, Bruce			-	0	0	0	0	0

To view more than 20 entries per page, click the drop down and select a number greater than 20.

Show **20** entries

#	Faculty	Primary Unit	Course	Course Title	Enrollment	Student Credit Hours	Credit Hours
1	Clarkson, Kelly	School of Music	MUS 1120 _40920 100	University Chorale	24	24	1
2	Clarkson, Kelly	School of Music	MUS 1070 _46588 105	Campus Choir	3	3	1
3	Clarkson, Kelly	School of Music	MUS 4900 _46672 105	Ug Workshp Spec Prob	1	3	3
4	Clarkson, Kelly	School of Music	MUS 1080 _40791 100	Collegiate Singers	70	70	1
5	Clarkson, Kelly	School of Music	MUS 5120 _45968 100	University Chorale	1	1	1
6	Clarkson, Kelly	School of Music	MUS 5810 _44838 100	Choral Music Lit	20	40	2
7	Clarkson, Kelly	School of Music	MUS 5000 _41065 100	Applied Choral Conducting	3	6	2
8	Cowell, Simon	School of Music	MUS 2000 _45489 115	Applied Composition	1	2	2
9	Cowell, Simon	School of Music	MUS 2620 _41878 105	Composition I	16	32	2
10	Cowell, Simon	School of Music	MUS 5670 _45781 100	Orchestration	19	38	2
11	Cowell, Simon	School of Music	MUS 5600 _41261 100	Counterpoint	16	32	2
12	Gipson, Mel	School of Music	MUS 3620 _41194 100	Applied Music Composition	6	24	4
13	Jones, Amanda	School of Music	MUS 2480 _43921 100	Teaching and Learning in Music	10	30	3
14	Jones, Amanda	School of Music	MUS 3620 _42936 105	Applied Music Composition	3	12	4
15	Jones, Amanda	School of Music	MUS 3240 _44958 100	Effects Processing & Synthesis	12	24	2

Because a blue number under Credit Hours and in the row of “Cowell, Simon” was clicked, the exported report only shows the information belonging to “Cowell, Simon.”

Activity Input Listing Report										
<i>* denotes a grouped course with multiple sections</i>										
#	Faculty	Primary Unit	Course	Course Title	Enrollment	Student Credit Hours	Credit Hours	Teaching Load	Weight	Semester
1	Cowell, Simon	School of Music	MUS 2620 _41878 105	Composition I	16	32	2		1	Fall 2017
2	Cowell, Simon	School of Music	MUS 3620 _41194 100	Applied Music Composition	6	24	4		1	Fall 2017
3	Cowell, Simon	School of Music	MUS 5600 _41261 100	Counterpoint	16	32	2		1	Fall 2017
4	Cowell, Simon	School of Music	MUS 5670 _45781 100	Orchestration	19	38	2		1	Fall 2017
5	Cowell, Simon	School of Music	MUS 2000 _45489 115	Applied Composition	1	2	2		1	Fall 2017

2. How to Obtain a Faculty Member's Vita

1. Click on one of the names whose vita is what you want to export or print.

Unit	General			Teaching Activities				
	# Faculty	% Logged In	Last Login Date	Credit Hours	Lecture Hours	Lab Hours	Teaching Load	Student Credit Hours
School of Music	96	41.7 %	-	607	0	0	0	7925
Clarkson, Kelly			2017-12-01	11	0	0	0	147
Cowell, Simon			2017-12-01	12	0	0	0	128
Gipson, Mel			-	3	0	0	0	30
Jones, Amanda			2017-12-01	15	0	0	0	157
Klauth, Khemara			2017-11-28	10	0	0	0	123
Lau, Andy			-	3	0	0	0	52
Malkavich, John			-	8	0	0	0	10
Rose, Sereysothea			-	0	0	0	0	0
Tomlin, Chris			-	1	0	0	0	20
Wayne, John			2017-12-02	11	0	0	0	51
West, Iris			-	0	0	0	0	0
Willis, Bruce			-	0	0	0	0	0

2. Select a vita option.

3. Enter the date range of the information to be included in the vita. Or you can click **All** to include the available information in the vita.

4. Click **Refresh Vita**.

Western Michigan University FARS > Vitas & Biosketches >

Vitas & Biosketches

[View Vita](#)

Vita Options

Type* ☒ Institutional ☐ Personal

StandardCV* (Western Michigan University) ▼

Date range* ☐ All ☒ Custom

Begin* End*

Spring ▼ 2019 ▼ Spring ▼ 2020 ▼

☐ Hide date range in vita output

Note: date range only applies to items from activity input

[Refresh Vita](#) [Export/Share ▼](#) [Print](#)

A vita that looks like this will appear.

5. To export as a World Document or PDF, click Export/Share. Then, select an appropriate option. You also have the option to share a link to your vita.

6. Click Print to print to a printer.

To retrieve another faculty member's vita, click the browser's back arrow button and repeat the steps above.

Refresh Vita

Export/Share ▼Print

Mel Gibson
StandardCV
Professor
Sangren Hall
Mel.Gibson@wmich.edu

Current Position

Position: Assoc Prof-Eng Des Mfg Mgmt Sy
Current Academic Rank: Associate Professor
Faculty Rank: Associate Professor

Degrees

2001Ph.D., Michigan Technological University, Houghton, Michigan, United States

Courses

Fall 2019

Semester	Course Prefix	Course Number	Section	Course Title	Course Attributes/Classification
Fall 2019	EDMM	4910	100	Multidisciplinary Sr Proposal	
Fall 2019	EDMM	4920	100	Multidisciplinary Sr Project	
Fall 2019	EDMM	4930	100	Multidisc Sr Pjct Cnslt	
Fall 2019	EDMM	4930	110	Multidisc Sr Pjct Cnslt	

For instructions on how to make a graph in FARS, please see “How to Create a Graph in FARS.”

Thank You