2016/2017
Faculty Professional Activities Report (PAR) Announcement

Pursuant to Article 42.12.2 of the Western/WMU-AAUP Agreement the annually required PAR is "based on a form specified by the dean of [the] college." Some college deans have elected to revise the PAR, to better align with their strategic plan or accreditation requirements. Therefore, effective fall 2014, Professional Activity Report forms should be accessed through the faculty member's college. Please contact your dean's office to get the proper forms for your college.

PARs are due no later than October 17, 2016. The traditional PAR template is available at http://www.wmich.edu/academic-labor-relations/activities. PARs are to be submitted electronically to department chairs (and in most colleges, the college dean).

1) PARs can be submitted either by completing the Word template, attaching it to an email, and sending it to the department chair or director,

   OR

2) Faculty members can also submit their PAR using a template that has been created in iWebfolio. Faculty using iWebfolio should remember to grant the dean and department chair permission to view the PAR once it has been completed. (To learn how to do this, please see the section below titled iWebfolio Training.)

Submitting the PAR Using the Microsoft Word Template

- Download the Word template.
- Insert the information in the appropriate fields.
- Send the updated document as an email attachment to the chair of the department.

Submitting the PAR Using iWebfolio:

iWebfolio Username and Password

Faculty will need to obtain an iWebfolio owner account if they have not signed up for one yet. To obtain an iWebfolio username and password, please send an email request to:

   wmu-eportfolio@wmich.edu

and information that is needed in order to set up an iWebfolio owner account will be sent.

To retrieve a forgotten username and password, please send an email to the above email address for assistance.

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iWebfolio Training:

- There is a library of on-line tutorials that have been created to aid the faculty. Go to the following web site: [http://www.wmich.edu/assessment/resources/iwebfolio-resources](http://www.wmich.edu/assessment/resources/iwebfolio-resources), then click on the link iWebfolio Training Information and then the link iWebfolio Tutorial Library.

- Training sessions will be provided for those who need a refresher on how to use iWebfolio or for those who are new to using the software. If interested, please contact Karen Stokes Chapo karen.stokeschapo@wmich.edu.

- The URL for iWebfolio is [http://www.iwebfolio.com](http://www.iwebfolio.com). When faculty log on to this site, they will sign in to their account and then start the process of creating a new portfolio. They then have the opportunity to base the portfolio creation on a template entitled PAR 16-17, which can be found under the Folder entitled Administration. (For further instructions on how to create a portfolio based on a template, please view the tutorial entitled, “Creating a Portfolio Based on a Template”.)

- Please do not forget that access to the PAR should be granted to the chair of the department and dean of the college. To learn how to give permission to someone to view the PAR portfolio, please view the tutorial entitled “Setting Up Permissions”.

Questions about PAR content should be directed to department chairs and directors. A listing of Frequently Asked Questions about PARs can be found at [http://www.wmich.edu/academic-labor-relations/activities](http://www.wmich.edu/academic-labor-relations/activities).