



Office of
Institutional Research

WESTERN MICHIGAN
UNIVERSITY

How to Check Faculty's PAR Submission Status

Fall 2019

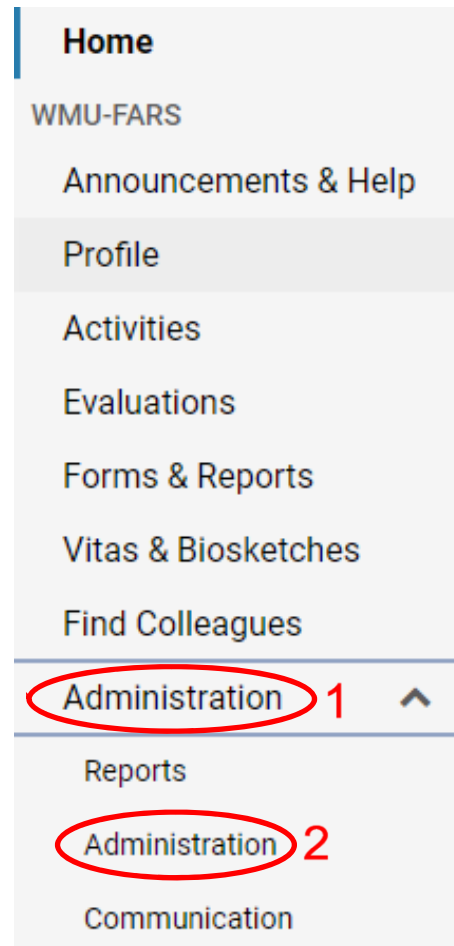




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1. Once you have logged in to FARS, click **Administration**, which is located on the left side of the screen.
2. Click **Administration** that is nested in **Administration**.





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3. Click **Approve Faculty Input**
under **Activity Input**.

4. Change the date range to cover
your report items.

5. Select **PAR** from the dropdown
box Workflow Form.

6. Select **Refresh Report**.



Western Michigan University FARS >
Administration

▼ Activity Input

Approve Faculty Input 3

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General

Start Date	2018-05-01	4
End Date	2019-10-21	
Workflow Form	PAR	5

Refresh Report 6

! The following input workflows are available b



7. Look for the report you want. To view, click the view icon, which is an eye symbol. Please note that for PAR reports, you need to select a PAR report with “(Required)”. For example, “**(Required) Faculty Professional Activities Report 2018-19**”.

Search:


Title ^	Faculty Input Opens ^	Faculty Input Is Due ^	Count of Faculty ^	% of Faculty Who Have Submitted ^	# of Approval Steps ^	% Completed ^	Actions
(Required) Faculty Professional Activities Report 2017-18	2018-09-15 12:09AM		1	100%	1	0%	
(Required) Faculty Professional Activities Report 2017-18	2018-09-13 12:09AM		25	88%	1	0%	
(Required) Faculty Professional Activities Report 2018-19	2019-09-17 12:09PM		19	100%	1	0%	



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8. You will see the number of faculty members who have submitted the PARs.
9. To view who have submitted and who have not, click on the view icon.

Unit	Total Faculty	Faculty in Workflow	Submitted	Approve
Department XYZ	42	7	6 (86%)	



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A list of faculty with submission status similar to the picture below will appear.

#	Faculty ID	First Name	Last Name	Unit Assigned	Employment Status	Submitted Date	Email Faculty	View and Approve	Printable Version	CV Version
1	16923	Kelly	Clarkson	Department XYZ	Full Time	2019-10-14 1:41PM Submitted Kelly Clarkson				
2	350731	Adam	Lavigne	Department XYZ	Full Time	2019-10-14 11:57AM Submitted Adam Lavigne				
3	352103	Blake	Shelton	Department XYZ	Full Time	-				
4	366665	Jennifer	Hudson	Department XYZ	Full Time	2019-10-14 10:56PM Submitted Jennifer Hudson				
5	370961	Alicia	Keys	Department XYZ	Full Time	2019-10-14 1:26PM Submitted Alicia Keys				



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10. To email faculty, click the mail icon.

11. To view the report as the faculty member, click the view icon under **View and Approve**.

12. To view a printable version, click view icon under **Printable Version** or click the printer icon under **CV Version**.

13. To export as a PDF file, click the PDF icon.

Email Faculty	View and Approve	Printable Version	CV Version
 10	 11	 12	12   13



Thank You