



WESTERN
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UNIVERSITY

A Quick Start Guide to Faculty Activity Reporting System

Fall 2018.



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1. What is Faculty Activity Reporting System?

The Faculty Activity Reporting System is a powerful vita-oriented database. Like many of our peer institutions, Western Michigan University is implementing Faculty180 from Interfolio, a software system designed to enable faculty to organize, manage, and report on their annual professional activities as well as to manage their curriculum vitae (CV) and biographies in multiple forms.

WMU FARS provides a wide range of benefits to faculty and staff by creating an online storehouse for data of faculty achievements. As such, this will save time as it makes faculty data available for accreditation reports, program reviews, and other purposes. Relatedly, faculty can use this information to generate curriculum vitae (CVs) and biographies in multiple formats.

For more information about FARS, please follow the link: <https://wmich.edu/institutionalresearch/fars>

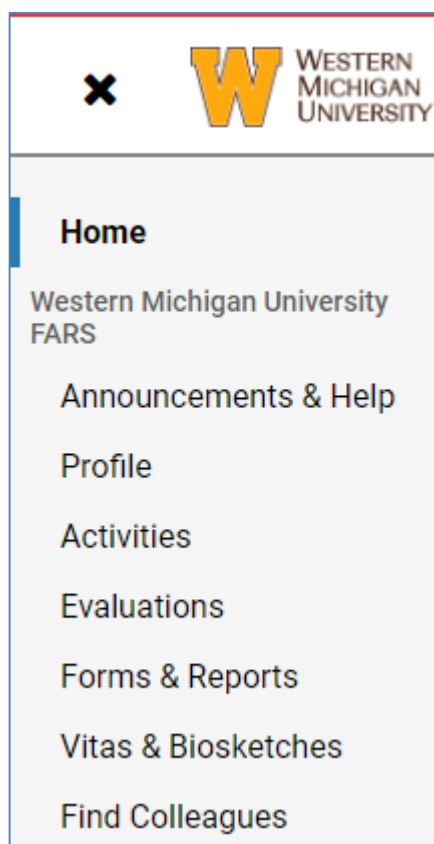
2. FARS features

FARS is a system that contains seven sections: Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches, and Find Colleagues.

- **Announcements & Help** posts the system and institutional announcements. It contains links to support materials and is a place where you can find FAQs and ask questions.
- **Profile** contains personal information and information about your education, employment, professional membership, and other.
- **Activities** section contains information related to your professorship, which includes courses taught, course development activities, committees, professional recognition (faculty publications), research, services, and other.

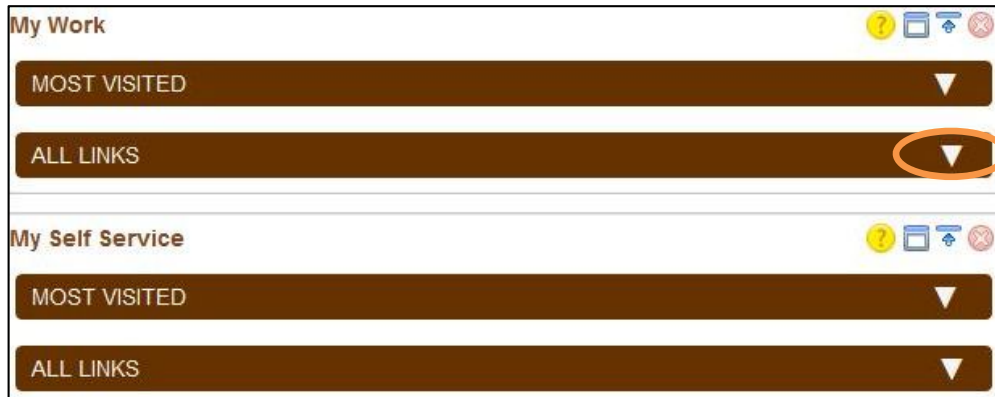
The information in this section (i.e. Courses, Course Development Activities, etc) is retrieved to generate a Faculty Professional Activities Report (PAR). When faculty make changes to their PAR, the information will be stored in the Activities section as well.

- **Forms & Reports** section consists of forms and reporting features. Reporting features allow faculty to create a report about their teaching activities (i.e. My Activities Reports).
- **Vitas & Biosketches**: This section allows faculty to generate and print a curriculum vitae in a variety of formats with the information they have entered into their Profile and Activities sections.
- **Find Colleagues**: This section allows you to find a co-worker.



3. How to log into Faculty Activity Reporting System (FARS)

1. Navigate to [GoWMU](#) login page and sign in with your Bronco NetID and password.
2. Once you are signed in, click on the arrow sign for “All LINKS” under “**My Work**” to expand/collapse the menu items.



Then, click on Faculty Activity Reporting System.



3. After you click on the link, the system will bring you to the Faculty Activity Reporting System homepage.

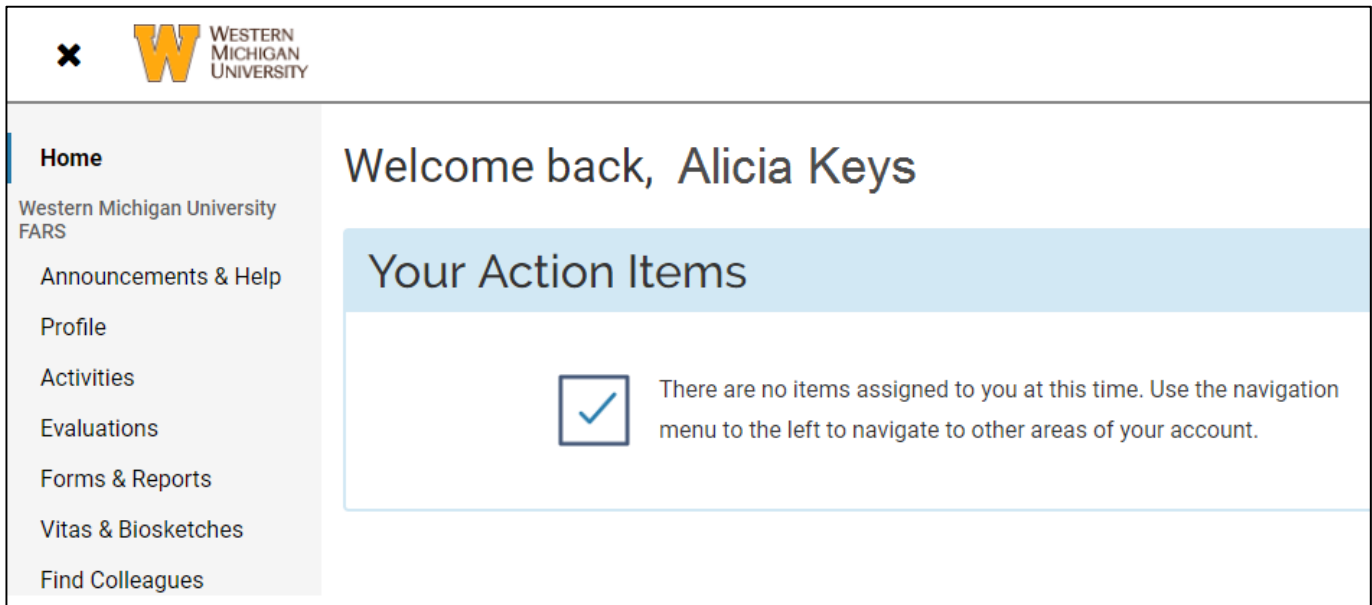
3.5 How to log into FARS using the New goWMU

1. Navigate to <https://go.wmich.edu/s/>
2. Search for Faculty Activity Reporting System in the search bar at the top.

The screenshot shows the goWMU search interface. At the top, there is a search bar with the text 'faculty activity' and a 'Search' button. Below the search bar, a dropdown menu displays the search results: 'Faculty Activity Reporting System' with a knowledge date of 'Jul 13, 2022' and a '20' icon. The main content area features a 'Welcome to goWMU!' message and navigation links for 'Students', 'Instructors', and 'Employees'. A 'Login' button is also visible. On the right side, there is a 'Trending articles' section with links to 'My Course Schedule', 'Forgot Bronco NetID?', 'Change My Password', 'Payment and Account Information', and 'W-Exchange Login & Overview'.

3. Click on the Access FARS button and sign in with your Bronco NetID

The screenshot shows the Faculty Activity Reporting System (FARS) page. At the top, there is a navigation bar with 'Articles', 'Quick links', and 'Role' dropdown menus. Below the navigation bar, the page title 'Faculty Activity Reporting System' is displayed. The main content area contains a paragraph describing FARS as an electronic vehicle for faculty portfolio management and reporting. Below the paragraph, there is a date and knowledge indicator: 'Jul 13, 2022 · Knowledge'. Under the 'Content' section, there is a yellow button labeled 'Access FARS'. Below this, there is a 'Log Case' section with the text 'Need more help with this topic?' and a yellow button labeled 'Submit a Case'.



× **W** WESTERN MICHIGAN UNIVERSITY

Home

Western Michigan University
FARS

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Vitas & Biosketches

Find Colleagues

Welcome back, Alicia Keys

Your Action Items

There are no items assigned to you at this time. Use the navigation menu to the left to navigate to other areas of your account.

4. Announcements & Help

A sample of what the Announcements and Help shows announcement from the software company, Interfolio.

Announcements & Help



▼ Interfolio Announcements

Interfolio Announcements are announcement from the the software company.

Interfolio Announcements

[05/08/2018 Release - View the Release Notes](#)

[Learn about The New Interfolio Experience \(Updated\)](#)

[Interfolio Help Center](#) - Note that your institution may have guides designed for your specific use of Faculty180.

▼ Institutional Announcements

Institutional Announcements are announcements from Western Michigan University.

Faculty Input Training Videos

- 1 - Dashboard Overview
- 2 - Basics of Activity Input
- 3 - Teaching
- 4 - Grants
- 5 - Professional Recognition
- 6 - Committees

▼ Campus Support

Campus Support provides links to support materials, such as instructions, resources, and trainings.

[Click Here](#)

[Help Articles](#)

[Help Videos](#)

[General Help](#)

"Institution FAQ's" is where you can find FAQs and ask questions.

▼ Institution FAQ's

1. [What should I do when I encounter the Internet Explorer message "Webpage has expired"?](#)
2. [What should I do when I encounter the Internet Explorer message "Webpage has expired"?](#)

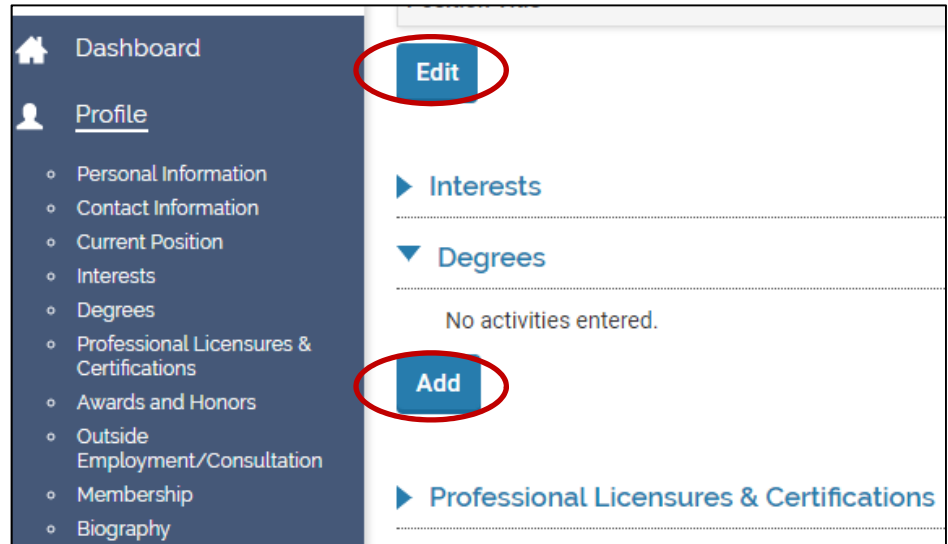
5. How to edit or add information in Profile

The **Profile** contains various biographical information for faculty to complete. The information is from Personal Information, Contact Information and to Graduate Faculty Status as can be seen in the picture on the right.

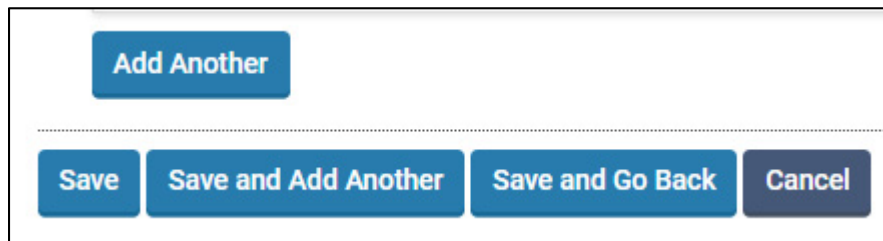
1. To edit, click on **Profile**.
2. Click Jump to Section or select a section you want to edit or add information. Or simply click on the section.

The screenshot displays the Western Michigan University FARS Profile page. The page header includes the Western Michigan University logo and the text 'Western Michigan University FARS'. The main heading is 'Profile'. A navigation menu on the left lists various sections, with 'Profile' circled in red. A 'Jump to Section' dropdown menu is also circled in red. A list of profile sections is highlighted with a red box, including: Personal Information, Contact Information, Current Position, Interests, Degrees (Required), Professional Licensures & Certifications, Awards and Honors, Outside Employment/Consultation, Membership, Biography, and Graduate Faculty Status. A 'Go Back' link is visible at the bottom of the page.

3. Click the Edit or Add button to enter your information to a section.



4. Once you are finished with this section, click on “Save and Add Another” or “Save and Go Back” button found at the bottom of the page.



6. How to edit or add information in Activities

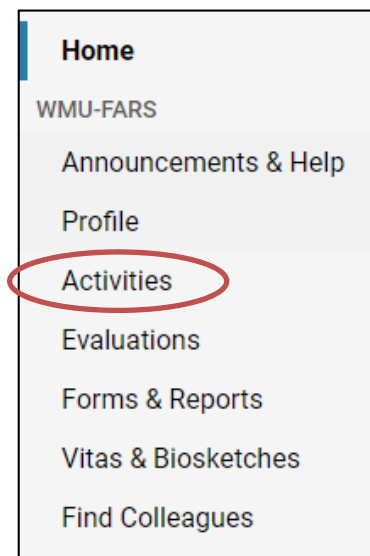
The **Activities** menu contains information about faculty professional activities. Activities are grouped into different sections as seen in the picture below.

Some information in the **Activities** is retrieved by the system to generate a Faculty Professional Activities Report for a designated timeframe. Thus, the report only contains available information entered by you or pre-uploaded by the system. The information entered in the report (eg. "Faculty Professional Activities Report 2016-17") will feed into the corresponding sections in **Activities**.

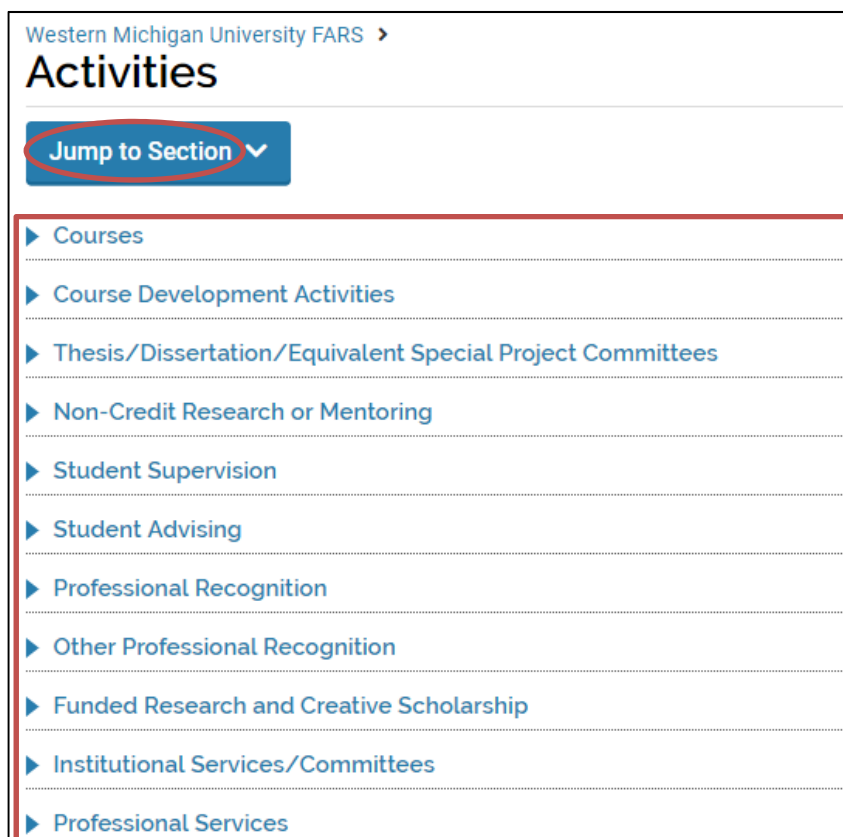
Any section that does not apply to you or your department may be ignored and left blank.

To add or edit information in the **Activities**, follow the following steps.

1. Once you are logged in, click **Activities**.



2. Click on a section that you want to add or edit information or click **Jump to Section** and select a section you want.



3. Click the **Add** button and enter information according to the input form.
4. You can also add attachment.

Illustration 1: Adding an attachment.

a. Click “Choose File” in order to attach a file on your computer.

b. Specify the type of attachment—whether it is “Transcript” or “Other”.

c. If you tick the “Lock (faculty cannot delete)” box, faculty will not be able to delete it.

B Attachments

Attachment Type	Attachment	Type	(faculty cannot delete)
File ▾	Choose File No file chosen	Select ▾	<input checked="" type="checkbox"/>

Add Another

d. If you click Add Another, it allows you to add another attachment. The changes you made have not been saved yet.

5. Save your entry.

Save	Save and Add Another	Save and Go Back	Cancel
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Save button will save the information you have entered.

Save and Add Another will save the information regarding the entry you have entered and open another form for you to add another entry.

Save and Go Back button will save the information you have entered, and it brings you to previous page.

Cancel button will clear the information you have not saved and it brings you to previous

6.1. Adding Information to Institutional Services/Committees

Click **Jump to Section** and select **Institutional Services/Committees**.

- Click **Add**. Then, an input form will show up (see below). For “**Start Semester**”, select semester and year for your involvement in the institutional services or committee. For “**End Semester**”, select semester and year that it ended. If it is ongoing, leave the default choice “ongoing” in the semester and year boxes.

A Input Form

Start Semester*	Summer II	2017
End Semester*	Summer I	2018
Unit*	Western Michigan University	
	Change	
Committee*	Select	

- For “**Unit***”, it displays “Western Michigan University” by default. You will need to change it to your department by clicking “**Change**”.

- All colleges and units will appear. Click the “+” sign next to the name of the college (for example, College of Arts and Sciences), and the list of departments will be populated underneath it. Then, click on the name of your department (for example, English).

A Input Form

Start Semester*	Fall	2017
End Semester*	Ongoing	Ongoing

English Full Name Search Units Below

- Western Michigan University
 - Assessment & Undergrad Studies
 - Assoc Provost Enrollment Mgmt
 - Assoc Provost Inst Effectivnes
 - College Of Arts And Sciences
 - Africana Studies
 - Anthropology
 - Arts & Sciences Advising
 - Biological Sciences
 - CAS Office of the Dean
 - Chemistry
 - College of Arts&Sciences
 - Communication
 - Comparative Religion
 - Economics
 - English
 - Gender & Women's Studies
 - Geography

- d. For “**Committee***” box, click on “Select” to find the institutional service or committee in which you are involved. Then, select the desired option.
- e. Please note that the names of institutional services and committees vary among departments.

The screenshot shows a form with several fields. The 'Committee*' field is the focus, with a dropdown menu open. The dropdown list includes the following items:

- Select
- Select
- Graduate Studies - English
- Policy - English
- Sabbatical Leave - English
- Scholarly Speaker Series - English
- Strategic Planning & Assessment - English
- Tenure & Promotion - English
- Undergraduate Studies - English
- Other

- f. Under “Activity Classifications”, click “**Select**” and choose a role.

The screenshot shows the 'Activity Classifications' section. It contains a dropdown menu labeled 'Institutional Services/Committees Role Type' with a question mark icon. The dropdown is open, showing the word 'Select' as the selected option.

- g. Add attachment if you wish. Please click [Illustration 1](#) to see how to add an attachment.
- h. Save your work by clicking one of the button with the word “**Save**” in it.