

# QUICK GUIDE *to* FACULTY ACTIVITY REPORTING



## What is faculty activity reporting?

Faculty activity reporting is the process of centralizing and leveraging information about your faculty's teaching, research and service activities to fulfill many reporting needs.

## Examples of faculty activity:

- Advising
- Biographical information
- Creative works
- Presentations
- Publications
- Service
- Teaching
- Workload

## What to know about faculty activity reporting

A university's faculty is its most valuable asset. Faculty achievements represent major successes that need to be recognized and used to benefit the university. Historically, universities requested faculty information manually, on an as-needed basis. Today, technology enables universities to efficiently access this critical information.

## What is faculty activity reporting software?

Faculty activity reporting software is a centralized data management system with efficient reporting capabilities to capture and analyze faculty members' activities.

## What faculty activity reporting is not

Faculty activity reporting is not a tool to spy on your faculty or to force them to do more work. Rather, a faculty activity reporting system enables faculty to save time by recording activity information in a single place, rather than responding to repeated requests for the same information. The system gives administrators easier access to information that is already being collected.



## Why universities adopt faculty activity reporting software

- Store information about faculty's teaching, research and service activities for centralized reporting in one place
- Avoid asking faculty for the same information repeatedly
- Run reports when they need them because faculty activity information is easily accessible
- Spare staff from aggregating and compiling faculty activity information
- Highlight current faculty achievements to the public, potential donors, and external stakeholders such as accreditors and state legislators
- Represent up-to-date faculty achievements on campus website profiles, attracting better faculty and more graduate students
- Secure more grants by making better connections between faculty when opportunities arise

## How to get started with faculty activity reporting software

- Identify the processes (e.g., accreditation, annual faculty activity reporting, promotion and tenure, campus website profiles) that you would like to move into the software
- Based on the outputs needed for those processes, customize the software to collect the activity information that your campus will track
- Load data from campus systems, such as a student information system and grant management system
- Consider having temporary workers enter information for your faculty to reduce the effort required of them
- Encourage faculty buy-in by promoting the benefits of the system

## Advanced faculty activity reporting techniques

- Connect your university's campus website profiles to the software so they are always kept up-to-date
- Ensure the software is used by institutional research, deans, department chairs, marketing and more for all reporting needs related to faculty teaching, research and service activities

## Top metrics to measure ROI with faculty activity reporting

- **Decrease** the number of times administrators request information from faculty
- **Decrease** the amount of time faculty spend fulfilling requests for this same information
- **Increase** the rate at which your university's campus website profiles are kept current
- **Decrease** the amount of time spent on accreditation reports
- **Increase** the grant dollars won by the university



## Topics to consider before purchasing faculty activity reporting technology

- How often do you currently ask faculty for information about their teaching, research and service activities, either for a full CV or a subset such as recent publications?
- What external reporting requirements do you have, such as regional and professional accreditation? What are the deadlines for these reports?
- Which of your reporting processes are campus-wide, and which vary by academic unit?
- Where do you currently have databases of faculty data that could be loaded into the software?

