Faculty Activity and Information Reporting System (FAIRS) Guide

Loose Lips Sink Ships! Remember our charge as government employees to safeguard NPS and DoD sensitive information through exercise of proper OPSEC practices. Review the NPS Critical Information List and ensure that you do not disclose such information in your Faculty Profile in order to manage risk while maximizing the benefit of this system.

**General Information**
- Personal and Contact Information
- Personnel Data - Rank and Promotion Information | NPS Affiliations and Status
- NPS Administrative Appointments
- Education

**Activities**
- Narrative(s)
- Faculty Development Activities Attended

**Other Academic / Work Experience**
- Awards and Honors
- Licenses and Certifications
- Professional Memberships

**Workload Information**
- Consulting
What’s in this guide?

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• What should I do first?
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• Faculty Activity Report
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• FAR Sections
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  – Section B – Teaching Load
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  – Section E – Intellectual Contributions: Publications and Presentations
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Let’s get started!

Logging in

• Log in instructions:
  – Go to: https://my.nps.edu/web/academic-affairs/fairs
    (which can be accessed from the Intranet Faculty page.)
  – Or you can go to FAIRS directly at: https://www.digitalmeasures.com/login/nps/faculty/

  – Enter your NPS ERN login information
What should I do first?

User Interface

- Familiarize yourself with the new system
  This is the Activities home screen. You can access all of your information from here.

Manage your information and run reports

“Contact Us” will send email help request to FAIRS Ombudsman

General help documentation from Digital Measures

Data entry screen links

- Data entry screen links

Familiarize yourself with the new system
This is the Activities home screen. You can access all of your information from here.
What should I do first? (cont.)

Running Rapid Reports

- Once you are familiar with the interface, you should run your Faculty Activity Report. This will help you see what has been filled in for you already.
- You can choose either “Rapid Reports” OR “Run Reports” to do this. The example below used Rapid Reports.
What should I do first? (cont.)

Running Rapid Reports

- Running your Faculty Activity Report
  - Change the date range to match the timeframe you wish to pull the information for.

  Note: *Rapid Reports* will remember your date settings while you are logged into FAIRS.

For the Calendar Year 2020 Faculty Activity Report select the following:

Start Date: **January 1, 2020**  
End Date: **December 30, 2020**

Then select the file format you would like to receive.

Last, click “Run Report.”
# Faculty Activity Report

## FAR Sections and Related Screens

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Related Screens</th>
</tr>
</thead>
</table>
| **Header Information**                     | • Personal and Contact Information  
• Rank and Promotion Information  
• NPS Affiliations and Status          |
| A. Narrative Summary                       | • Narrative(s)                                                                   |
| B. Teaching Load                           | • Scheduled Teaching  
• Unscheduled Teaching and Directed Study  
• Executive Education/Professional Development Taught (Short Courses or other Non-Credit Instruction) |
| C. Theses, Dissertations, Capstones, and Projects Advised | • Thesis, Capstone, Dissertation Advising |
| D. Research Summaries                      | • Sponsored Activity (Research, Education, Professional Development, Support Activity & Naval Research Program Projects & Reporting)  
• Institution/Program Sponsored and Un-sponsored Research and Scholarly Activity |
| E. Intellectual Contributions and Presentations | • Intellectual Contributions (Printed Works)  
• Presentations  
• Intellectual Property (Copyrights & Patents) |
| F. Awards and Honors                       | • Awards and Honors                                                              |
| G. Institutional Service                   | • NPS Administrative Appointments  
• Internal (NPS)                          |
| H. Professional and Public Service        | • External (Professional and Other University)  
• External (Public)                       |
How do I complete my FAR?

Header Information

The header information on your FAR is populated through three different screens. Some information is editable on these screens. But if you find any locked fields need to be changed, contact Faculty Administration at facultyadministration@nps.edu.

- **Name**
  - *Screen:* General Information – Personal and Contact Information
  - *Data Origin:* Python
  - *Data Contact:* Faculty Administration (facultyadministration@nps.edu)

- **Title**
  - *Screen:* General Information – Personnel Data – Rank and Promotion Information
  - *Data Origin:* Faculty Database (HELM)
  - *Data Contact:* Faculty Administration (facultyadministration@nps.edu)

- **Department and School**
  - *Screen:* General Information – Personnel Data – NPS Affiliations and Status
  - *Data Origin:* Faculty Database (HELM)
  - *Data Contact:* Faculty Administration (facultyadministration@nps.edu)
Section A – Narrative Summary

Your Narrative Summary is entered by each faculty member highlighting her/his most significant activities or accomplishments during the Academic Year. Most faculty members will see a single text box after the first two questions, while GSDM faculty will see three different text boxes that will focus on specific aspects of her/his activities.

As part of the change in NPS Public Release Policy, you will need to attest that you have taken the most recent Public Release training each Academic Year.

• **Section A: Narrative Summary**
  – *Purpose:* Discussion of activities and accomplishments during the last academic year. Max length 3 pages.
  – *Screen:* Activities – Narrative(s)
  – *Data Origin:* User Provided
  – *Data Contact:* N/A
How do I complete my FAR? (cont.)

Narrative(s)

1. Click the “Narrative(s)” link.

2. You will now see the Narrative(s) screen. Click the “<” to return to the main page, or “Add New Item” button to create a new narrative.

3. Complete the fields on the screen (copy and paste text from Word is possible not all formatting may transfer), and then click the “Save” or “Save + Add Another” button.

Note: GSDM Faculty, your screen will be slightly different.
How do I complete my FAR? (cont.)

Section B – Teaching Load

Your Teaching Load section uses three different screens. Two screens will need to be reviewed, and any extra information added, while the final screen is user entered when applicable.

- **Section B: Teaching Load**
  - **Scheduled Teaching**
    - **Purpose:** List of classes taught during the last academic year.
    - **Screen:** Teaching – Scheduled Teaching
    - **Data Origin:** Python
    - **Data Contact:** Department Education Technician or Department Planner
  - **Unscheduled Teaching and Directed Study**
    - **Purpose:** List of unscheduled or directed study classes taught during the last academic year.
    - **Screen:** Teaching – Unscheduled Teaching and Directed Study
    - **Data Origin:** Python
    - **Data Contact:** Department Education Technician or Department Planner
  - **Executive Education and Professional Development Taught**
    - **Purpose:** List of professional development courses taught during the last academic year.
    - **Screen:** Teaching – Executive Education/Professional Development Taught...
    - **Data Origin:** User Provided
    - **Data Contact:** N/A
Teaching Load pulls from three different screens:

- **Scheduled Teaching**
- **Unscheduled Teaching and Directed Study** (classes of fewer than 5 enrolled students)
- **Executive Education/Professional Development Taught (Short Courses or other Non-Academic Credit Instruction)**
  
Quarterly EE/PD Course Completion Report (Designated POC Only)

The first two screens will be automatically populated with information from Python. You will need to verify that this information is correct, and complete any missing data required by your department (including uploading of your class syllabus).

If any information is missing from these sections, contact your Department Education Technician or Department Planner to have the issue resolved.

The last screen you will need to provide the data for. This process will be described a little later in this guide.
How do I complete my FAR? (cont.)

Section B – Teaching Load

1. Click on the “Executive Education/Professional Development…” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
Section C – Theses, Dissertations, Capstones and Projects Advised

This section is populated from Python. You can review and add more information where necessary.

• **Section C: Theses, Dissertations, Capstones, and Projects Advised**
  • **Purpose:** List of theses, dissertations, capstones and other projects advised during the last academic year.
  • **Screen:** Teaching – Thesis, Capstone, Dissertation Advising
  • **Data Origin:** Python
  • **Data Contact:** Department Education Technician or Department Planner
Thesis, Capstone and Dissertation advising information is loaded from Python. Information on this screen is locked and only comments about the work can be added.

Please review the information loaded and verify that all Theses, Capstones and Dissertations have been included in your profile. When you view each record, you are able to link any Theses, Capstones, and Dissertations advised to your sponsored and unsponsored activities.

If any information is missing, you will need to contact your Department Education Technician or your Department Planner to ensure that the information has been properly entered into Python.
Section D – Research Summaries

Your Sponsored Research and Scholarly Activities are brought over from the NPS Research Portal. This portal contains all Research, Education, Professional Development, and Other Sponsored Activities that you were the PI or a Co-I on. If any information is missing or should not be included in FAIRS, please contact the Research and Sponsored Programs Office at research@nps.edu.

In the future, we hope to bring updated information from FAIRS back into the the NPS Research Portal to improve our faculty expertise searches. Sharing information will assist the Research Office with locating subject mater experts when requests from potential sponsors come in.

- **Section D: Research Summaries**
  - **Sponsored Research and Scholarly Activity**
    - **Purpose:** List of sponsored projects worked on during the last academic year.
    - **Screen:** Scholarship/Research – Sponsored Activity (Externally Funded Programs)
    - **Data Origin:** NPS Research Portal
    - **Data Contact:** Research and Sponsored Programs Office (research@nps.edu)
  - **Internally Sponsored and Un-sponsored Research Activity**
    - **Purpose:** List of any institution/program funded (not processed through RSPO) and unfunded work performed during the last academic year.
    - **Screen:** Scholarship/Research – Institution/Program Sponsored and Un-sponsored… and Naval Research Program Projects & Reporting
    - **Data Origin:** User Provided and NPS Research Portal (NRP data only)
    - **Data Contact:** Research and Sponsored Programs Office (research@nps.edu)
How do I complete my FAR? (cont.)

Section D – Research Summaries

Sponsored Activities are brought in through the NPS Research Portal, which is managed by the Research and Sponsored Programs Office (RSPO). Externally funded work will appear in this system as well as any work funded through Naval Research Program (NRP). Information must be publicly releasable to be in the system.

RSPO tracks sponsored work by Job Order Number (JON) and Fiscal Year. Efforts have been made to reduce proposals to a single occurrence per project. Some duplicates may still remain in the data, especially for multi-year proposals.

Please review the information in FAIRS, and record owners (typically the project PI/PD) can update information accordingly. If any information needs to be added or removed from FAIRS (or the Research Portal), contact the RSPO at research@nps.edu.

If you have a project that is unfunded or internally sponsored by an NPS program but not routed through RSPO (such as CRUSER funded projects) you will enter that information on the Institution/Program Sponsored and Unfunded Research and Scholarly Activity screen.
1. Click on the “Institution/Program Sponsored...” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
1. Click on the “Naval Research Program...” link.

2. Click the NRP project to be updated.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
How do I complete my FAR? (cont.)

Section E – Intellectual Contributions and Presentations

The FAIRS implementation team, in conjunction with the Library, has made an initial attempt to include publications from the NPS Institutional Repository, Calhoun. Not all publications have been added, but we hope that we have added enough for you to understand how to enter and update information in this section. You will need to attest to applying the Public Release training information to each publication since the policy was put into effect. You can also indicate if you want publications to be shared to your vitae when the Faculty Vitae system is updated in the future and fed from FAIRS.

• Section E: Intellectual Contributions
  – Publications
    • Purpose: List of printed works published during the last academic year.
    • Screen: Scholarship/Research – Intellectual Contributions (Printed Works)
    • Data Origin: User Provided (some data has been preloaded from Calhoun)
    • Data Contact: N/A
  – Presentations
    • Purpose: List of presentations delivered during the last academic year.
    • Screen: Scholarship/Research – Presentations
    • Data Origin: User Provided
    • Data Contact: N/A
How do I complete my FAR? (cont.)

Intellectual Contributions

1. Click on the “Intellectual Contributions...” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities. FAR uses Current Status = Published and Date Published within FAR reporting period.

When done click “Save” or “Save + Add Another” to finish the record.
How do I complete my FAR? (cont.)

Section E – Intellectual Contributions and Presentations

If you maintain your bibliographic citations in an online database, FAIRS allows you to import items from other sources through a BibTeX file. To do this, click the “Import Items” button.

How do I complete my FAR? (cont.)

**Presentations**

1. Click on the “Presentations” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities. *FAR uses Date within FAR reporting period.*

When done click “Save” or “Save + Add Another” to finish the record.
How do I complete my FAR? (cont.)

Intellectual Property

1. Click on the “Intellectual Property…” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities. FAR uses Date within FAR reporting period.

When done click “Save” or “Save + Add Another” to finish the record.
How do I complete my FAR? (cont.)

Section F – Awards and Honors

An initial upload of information was made for any faculty members who have listed awards and honors on their Faculty Vitae. You may enter any awards or honors that you may have received during the Academic Year or edit those that have been added already. You can also indicate if you want publications to be shared to your vitae in the Faculty Vitae system.

• Section F: Awards and Honors
  • Purpose: List of any awards or honors received during the last academic year.
  • Screen: General Information – Awards and Honors
  • Data Origin: User Provided (some data preloaded from Faculty Vitae System)
  • Data Contact: N/A
How do I complete my FAR? (cont.)

Section F – Awards and Honors

1. Click on the “Awards and Honors” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
Section G – Institutional Service

This section is fed from two different screens. NPS Administrative Appointments are fed by Faculty Administration, but also allow you to enter other appointments that they do not track. Internal Service allows you to list any councils, boards, or other services that you perform for NPS. You can also indicate if you want publications to be shared to your vitae when the Faculty Vitae system is updated in the future and fed from FAIRS.

• **Section G: Institutional Service**
  - **NPS Administrative Appointments**
    - **Purpose:** List of NPS administrative appointments performed during the last academic year.
    - **Screen:** General Information – NPS Administrative Appointments
    - **Data Origin:** User Provided (some data preloaded from HELM)
    - **Data Contact:** Faculty Administration (facultyadministration@nps.edu)
  - **NPS Internal Service**
    - **Purpose:** List of internal service to NPS provided during the last academic year.
    - **Screen:** Service – Internal (NPS)
    - **Data Origin:** User Provided (some data preloaded from Faculty Vitae System)
    - **Data Contact:** N/A
How do I complete my FAR? (cont.)

Section G – Institutional Service

For this section of your FAR, some information may already be pre-loaded by Faculty Administration. If you are missing any appointments, you may add them by clicking on the “Add New Item” button.

1. Click on the “NPS Administrative Appointments” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
How do I complete my FAR? (cont.)

Section G – Institutional Service

1. Click on the “Internal (NPS)” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
How do I complete my FAR? (cont.)

Section H – Professional and Public Service

Some Professional and Public Service has been brought in from the Faculty Vitae System. Otherwise, these two screens will be entered by you when necessary. You can also indicate if you want publications to be shared to your vitae in the Faculty Vitae system.

- **Section H: Professional and Public Service**
  - **Professional Service**
    - **Purpose:** List of professional services provided outside of NPS during the last academic year.
    - **Screen:** Service – External (Professional and Other University)
    - **Data Origin:** User Provided (some data preloaded from Faculty Vitae System)
    - **Data Contact:** N/A
  - **Public Service**
    - **Purpose:** List of public services provided outside of NPS during the last academic year.
    - **Screen:** Service – External (Public)
    - **Data Origin:** User Provided (some data preloaded from Faculty Vitae System)
    - **Data Contact:** N/A
How do I complete my FAR? (cont.)

Section H – Professional and Public Service

1. Click on the “External (Professional and Other University)” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
How do I complete my FAR? (cont.)

Section H – Professional and Public Service

1. Click on the “External (Public)” link.

2. Click the “Add New Item” button.

3. Complete the data as necessary. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” or “Save + Add Another” to finish the record.
How do I complete my FAR? (cont.)

Running the Report

• Once you have finished adding/updating all of the information required for your FAR, follow the steps on pages 5-6 to run your FAR again.

• If anything is missing, or does not appear correct, revisit the screen(s) necessary to update the information.

• If your FAR is now complete, make sure to go into the in the Edit Narratives screen and mark the checkbox “Check when this year’s Faculty Activity Report (including the narrative) is complete and ready to submit” and then follow the steps from your Department Chair or School Dean on how to submit the final report.

• You have now completed your FAR obligation for the Academic Year!

• Feel free to keep your information up to date throughout the year. Supplied data will be automatically uploaded to help you keep your information up to date throughout the year. We are still working on automatic uploads of education/degree information but that should be available shortly.
How do I complete my FAR? (cont.)

NPS Faculty Vitae and NPS Portal Fields

- You may have noticed two checkboxes at the bottom of various screens.

We use FAIRS to manage our Faculty Profiles web application. This change will allow you to self-manage what information is added to your profile directly through FAIRS.

Change the slider to “Yes” if you wish to include the record on your public profile.

In the future, we plan to connect FAIRS with the new NPS Research Portal hosted on the RSPO website. This portal contains basic information about your sponsored projects.

The RSPO would like to update this information as your project progresses by copying updates to the abstract, co-investigators, etc. back to the NPS Research Portal.

Check this box if you wish to provide the record updates to the NPS Research Portal in the future.
Questions or Issues?

If you have any questions, feel free to contact us at: FAIRSOmbudsman@nps.edu