Faculty Activity and Information Reporting System (FAIRS) Guide

What's in this guide?

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

General help documentation from Digital Measures

"Contact Us" will send email help request to FAIRS Ombudsman

Data entry screen links

| Activities | Reports | ? | .::Digital Measures by Watermark |

Search All Activities...

Rapid Reports | PasteBoard

Review a guide to manage your activities.

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

Other Academic / Work Experience

Awards and Honors

Licensures and Certifications

Professional Memberships

Activities

Narrative(s)

Faculty Development Activities Attended

Workload Information

Consulting

Teaching

Scheduled Teaching

Unscheduled Teaching and Directed Study

Thesis, Capstone, Dissertation Advising

Executive Education/Professional Development (Short Courses or other Non-Academic Credit Instruction)

Quarterly EE/PD Course Completion Report (Designated POC Only)

Scholarship/Research

Sponsored Activity (Externally Funded Programs)

Institution/Program Sponsored and Unsponsored Research and Scholarly Activity

Naval Research Program Projects & Reporting

Presentations

Intellectual Contributions (Printed & Digital Works)

Intellectual Property (Copyrights & Patents)

NSF Biographical Sketch

Service

Internal (NPS)

External (Professional and Other Academic Organizations)

External (Public and Non-Academic Organizations)

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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.
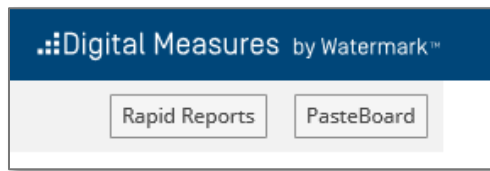
What should I do first? (cont.)
Running Rapid Reports

- 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.

Rapid Reports

Select a report template, date range and file format, then run the report.

Report	Faculty Activity Report ▼
Start Date	Jan ▼ 01 ▼ 2020 ▼
End Date	Dec ▼ 31 ▼ 2020 ▼
File Format	Microsoft Word (.doc) ▼

Note: Changes to Microsoft Word reports do not change data in the system.

Cancel   Run Report

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

Section Name	Related Screens	
Header Information	• Personal and Contact Information • Rank and Promotion Information • NPS Affiliations and Status	*You check & update these*
A. Narrative Summary	• Narrative(s)	*You write this*
B. Teaching Load	• Scheduled Teaching • Unscheduled Teaching and Directed Study • Executive Education/Professional Development Taught (Short Courses or other Non-Credit Instruction)	*You check & update these*
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 Unsponsored Research and Scholarly Activity	
E. Intellectual Contributions and Presentations	• Intellectual Contributions (Printed Works) • Presentations • Intellectual Property (Copyrights & Patents)	*You enter these*
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)

How do I complete my FAR? (cont.)
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)

Activities

Narrative(s)
Faculty Development Activities Attended

Workload Information
Consulting
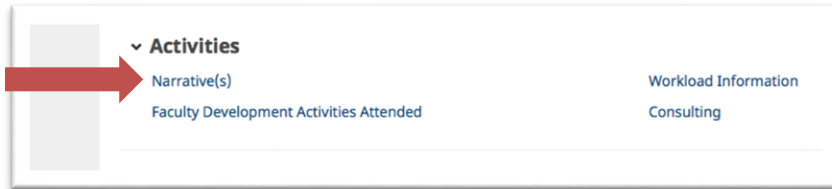
1. Click the "**Narrative(s)**" link.

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.

< Narrative(s)

+ Add New Item

Item

No items have been added

Edit Narrative(s)

Cancel | 💾 Save | 💾 Save + Add Another

Please limit your narrative input to about 12000 characters, which is roughly 3 pages at 12 point font. Formatting (e.g. bold, italics, etc.) will be removed from your content if copied and pasted into this field.

Academic Year ❔

I have completed the most recent mandatory training on the NPS policy for public release of scholarly material. *

Public Release Certification

Annual Summary / Narrative

B *I* U x² x₂ ↺ ↻ ↗

☐ Check when this year's Faculty Activity Report (including the narrative) is complete and ready to submit

Come back and check this box when you have completed your FAR and are ready to submit

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.

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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

How do I complete my FAR? (cont.)
Section B – Teaching Load

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-Credit Instruction)**

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.

Teaching
- Scheduled Teaching
- Unscheduled Teaching and Directed Study
- Thesis, Capstone, Dissertation Advising

Executive Education/Professional Development (Short Courses or other Non-Academic Credit Instruction)

Quarterly EE/PD Course Completion Report (Designated POC Only)

2. Click the "**Add New Item**" button.

< **Executive Education/Professional Development (Short Courses or other Non-Credit Instruction)**

➕ Add New Item   Duplicate   🗑

Item

No items have been added

< **Edit Executive Education/Professional Development (Short Courses or other Non-Credit Instruction)**   Cancel   Save   Save + Add Another

- ❓ • Instruction Format
- Explanation of "Other"
- Type
- School (in which the course is taught)
- Department (in which the course is taught)
- Course Title
- Audience
- Sponsoring Organization
- Description
- ❓ Classroom Contact Hours
- Delivery Method
- State of Instruction
- Country of Instruction
- Total Number of Students
- • Start Date
- • End Date

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.

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How do I complete my FAR? (cont.)
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

How do I complete my FAR? (cont.)
Section C – Theses, Dissertations, Capstones and Projects Advised

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.

How do I complete my FAR? (cont.)
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 Unsponsored 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 Unsponsored… 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 Unsponsored Research and Scholarly Activity screen.

How do I complete my FAR? (cont.)
Section D – Research Summaries

Scholarship/Research

Sponsored Activity (Externally Funded Programs)

Institution/Program Sponsored and Unsponsored Research and Scholarly Activity

Naval Research Program Projects & Reporting

Presentations

1. Click on the "**Institution/Program Sponsored…**" link.

2. Click the "**Add New Item**" button.

Institution/Program Sponsored and Unsponsored Research and Scholarly Activity — + Add New Item — Duplicate

Use this screen to enter any projects that are funded through NPS or other programs not processed through the Research and Sponsored Programs Office, as well as any unfunded/unsponsored work that you have performed.

Item

No items have been added

Edit Institution/Program Sponsored and Unsponsored Research and Scholarly Activity — Cancel — Save — Save + Add Another

Report any institution or program sponsored and unsponsored projects on which you have spent a significant amount of time, or which has had significant impact.

Type*

Title*

Sponsor Org/Program

Each project or program should only be entered once by Principal Investigator/Project Director, and list all participants.

Investigators (1)

Please either select a person from the drop-down list or enter their name in the input fields.

1st Investigator — Actions

NPS Personnel | First Name | Middle Name/Initial | Last Name | Role | Student?
Person... | Pilot | | Person4 | |

+ Add Row

Amount
$

Abstract

B I U x² x₂ ↺ ↻ ↗

Data Archive/Repository

Current Status

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Period of Performance - Start
Month   Day   Year

Period of Performance - End
Month   Day   Year

☑ Make updated information available to the NPS Research Portal? ⓘ

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.

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How do I complete my FAR? (cont.)
Section D – Research Summaries

Scholarship/Research

Sponsored Activity (Externally Funded Programs)

Institution/Program Sponsored and Unsponsored Research and Scholarly Activity

Naval Research Program Projects & Reporting

Presentations

1. Click on the "**Naval Research Program…**" link.

2. Click the NRP project to be updated.

Edit Naval Research Program Projects & Reporting

Cancel　Save

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, NPS Work Group.

If any information is not correct, please contact FAIRSombudsman@nps.edu. Quick reference guide for this form.

IREF_ID
BCDEF

Type
Research

Title
Test NRP Project

Sponsoring Organization
Naval Research Program

Awarding Organization Is
DoD

Topic Sponsor Review Board Organization Name

Topic Sponsor Organization Name (if different)

Topic Sponsor Organization POC Name (Official Title, Rank and Name)

Topic Sponsor Organization Phone

Topic Sponsor Organization Phone Area Code　Topic Sponsor Organization Phone Prefix　Topic Sponsor Organization Phone Suffix

Topic Sponsor Organization Email
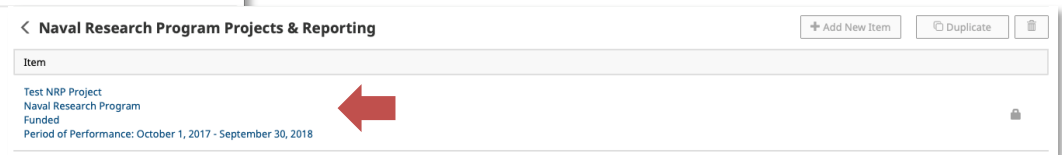
Each project or program should only be entered once by Principal Investigator/Project Director, and list all participants.

Did other personnel participate in this project?

> Investigator/Director and Participants (1)

Student Participation

Student Participants (1)

‹ **Naval Research Program Projects & Reporting**

+ Add New Item　　Duplicate

Item

Test NRP Project
Naval Research Program
Funded
Period of Performance: October 1, 2017 - September 30, 2018

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.
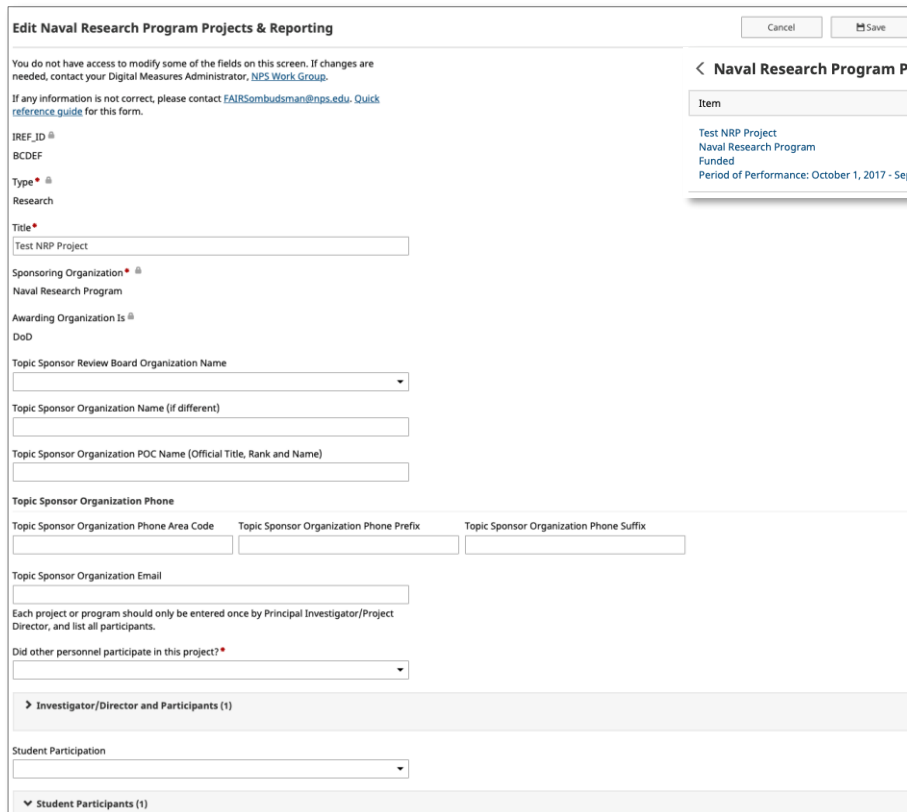
How do I complete my FAR? (cont.)
Section E – Intellectual Contributions and Presentations

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

Scholarship/Research

Sponsored Activity (Externally Funded Programs)

Institution/Program Sponsored and Unsponsored Research and Scholarly Activity

Naval Research Program Projects & Reporting

Presentations

Intellectual Contributions (Printed & Digital Works)

Intellectual Property (Copyrights & Patents)

NSF Biographical Sketch

1. Click on the "**Intellectual Contributions...**" link.

Edit Intellectual Contributions (Printed & Digital Works)

Cancel   Save   Save + Add Another

Contribution Type *

Current Status *

Title of Contribution *

If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work

I certify that this release status has been determined following policy as set forth in the current NPS public release instruction. *

Authors/Editors/Translators (1)

Please order the contributors in the order of contribution.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author/Editor/Translator   Actions ∨

NPS Personnel   First Name   Middle Name/Initial   Last Name   Institution/Company ❓   Role *   Student?

Person...   Pilot   Person4

Journal Name

2. Click the "**Add New Item**" button.

< Intellectual Contributions (Printed & Digital Works)

⬆ Import   ＋ Add New Item   ⧉ Duplicate   🗑

To ensure that your Intellectual Contributions are accounted for correctly on your reports, please include a month in the date fields below.

Expected Date of Submission

Month   Day   Year

Date Submitted

Month   Day   Year

Date Accepted

Month   Day   Year

Date Published

Month   Day   Year

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.

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How do I complete my FAR? (cont.)
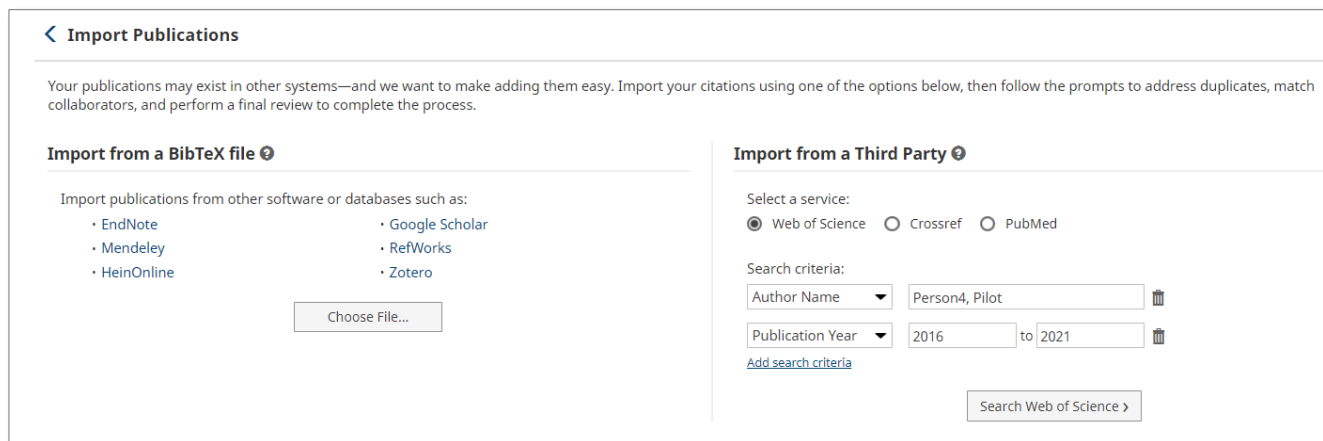## Section E – Intellectual Contributions and Presentations

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.

Choose the option that best suits your data source, choose your file, and click "**Continue**." For more step-by-step information, visit: https://www.digitalmeasures.com/activity-insight/docs/bibtex.html or https://www.digitalmeasures.com/activity-insight/docs/directdataimports/

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

Scholarship/Research

Sponsored Activity (Externally Funded Programs)

Institution/Program Sponsored and Unsponsored Research and Scholarly Activity

Naval Research Program Projects & Reporting

Presentations

Intellectual Contributions (Printed & Digital Works)

Intellectual Property (Copyrights & Patents)

NSF Biographical Sketch

1. Click on the "**Intellectual Property...**" link.

2. Click the "**Add New Item**" button.

Edit Intellectual Property (Copyrights & Patents)   Cancel   Save   Save + Add Another

< **Intellectual Property (Copyrights & Patents)**   + Add New Item   Duplicate

Patent or Copyright *

Patent Title *

Patent/Copyright Number/ID

Patent Type

Patent Nationality

If Patent Cooperation Treaty, List Nations

B *I* U x² x₂

Date Submitted to University

Month   Day   Year

Date of Patent Application

Month   Day   Year

Date Patent Approved

Month   Day   Year

Date Licensed

Month   Day   Year

Renewal Date

Month   Day   Year

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.

Inventors (1)

Please either select a person from the drop-down list or enter their name in the input fields.

1st Inventor

NPS Personnel   First Name

Person4, Pilot (Pilot4)   Pilot

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

General Information

Personal and Contact Information	Other Academic / Work Experience
Personnel Data - Rank and Promotion Information | NPS Affiliations and Status	Awards and Honors
NPS Administrative Appointments	Licensures and Certifications
Education	Professional Memberships

1. Click on the "**Awards and Honors**" link.

< Awards and Honors

+ Add New Item   Duplicate

Item

No items have been added

2. Click the "**Add New Item**" button.

Edit Awards and Honors

Award or Honor Name*

Organization/Sponsor

Purpose

Scope

Brief Description/Explanation

B   I   U   x²   x₂   ↺   ↻   ↗

Date Received

Month   Day   Year*

☐ Display this information on your NPS Faculty Profile web page? ⊘

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

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)
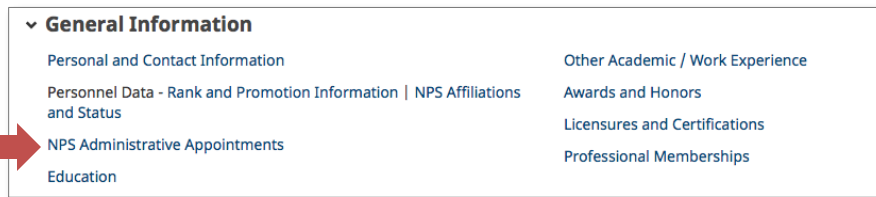   - NPS Internal Service
        - *Purpose:* List of internal service to NPS provided during the last academic year.
        - *Screen:* Service – Internal (NPS)
        - *Data Origin:* User Provided (some data preloaded from Faculty Vitae System)
        - *Data Contact:* N/A

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.
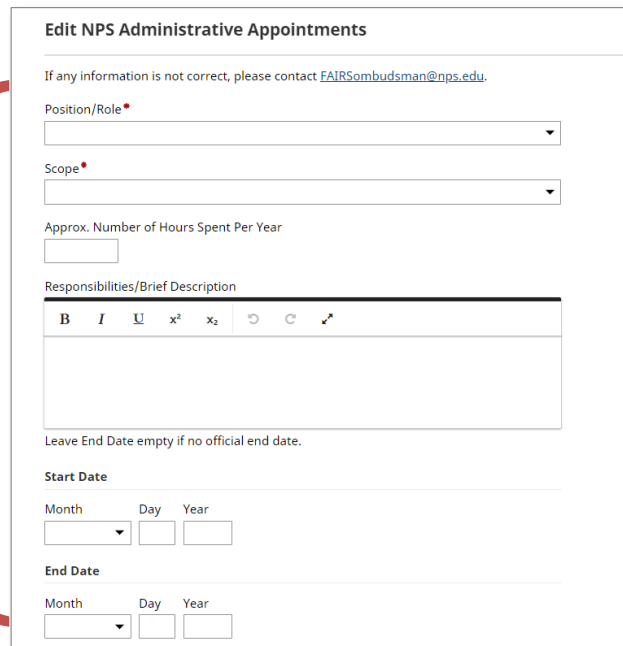
General Information

Personal and Contact Information

Personnel Data - Rank and Promotion Information | NPS Affiliations and Status

NPS Administrative Appointments

Education

Other Academic / Work Experience

Awards and Honors

Licensures and Certifications

Professional Memberships

1. Click on the "**NPS Administrative Appointments**" link.

2. Click the "**Add New Item**" button.

< NPS Administrative Appointments   **+ Add New Item**   **Duplicate**

Item
No items have been added

Edit NPS Administrative Appointments

If any information is not correct, please contact FAIRSombudsman@nps.edu.

Position/Role *

Scope *

Approx. Number of Hours Spent Per Year

Responsibilities/Brief Description

B *I* U x² x₂

Leave End Date empty if no official end date.

Start Date

Month   Day   Year

End Date

Month   Day   Year

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

∨ Service

Internal (NPS)   External (Public and Non-Academic Organizations)

External (Professional and Other Academic Organizations)

1. Click on the "**Internal (NPS)**" link.

2. Click the "**Add New Item**" button.

< Internal (NPS)   **+** Add New Item   📄 Duplicate   🗑

Item

No items have been added

Edit Internal (NPS)

Service Type *
[▼]

Activity Type *
[   ]

Position/Role *
[▼]

Approx. Number of Hours Spent Per Year
[   ]

Were you elected or appointed?
[▼]

Served Ex-Officio?
[▼]

Responsibilities/Brief Description
B *I* U x² x₂ ↺ ↻ ↗

Brief Description of Committee's Key Accomplishments
B *I* U x² x₂ ↺ ↻ ↗

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date
Month   Day   Year
[▼] [   ] [   ]

End Date
Month   Day   Year
[▼] [   ] [   ]

☐ Display this information on your NPS Faculty Profile web page? ❓

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

Service

Internal (NPS)   External (Public and Non-Academic Organizations)

External (Professional and Other Academic Organizations)

1. Click on the "**External (Professional and Other University)**" link.

Edit External (Professional and Other Academic Organizations)   Cancel | Save | Save + Add Another

Organization/Committee/Club*

Position/Role*

City, State, and Country

City   State   Country

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Audience

Served Ex-Officio?

Responsibilities/Brief Description

B I U x² x₀ ↺ ↻ ⤢

2. Click the "**Add New Item**" button.

Search External (Professional and Other Academic   Rapid Reports | PasteBoard

< External (Professional and Other Academic Organizations)   + Add New Item | Duplicate | 🗑

This screen captures activities and leadership positions for professional organizations, committees and clubs. Membership within these organizations may also need to be entered under Professional Memberships in the General Information category.

Item

No items have been added

Brief Description of Committee's Key Accomplishments

B I U x² x₀ ↺ ↻ ⤢

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

Month   Day   Year

End Date

Month   Day   Year

☐ Display this information on your NPS Faculty Profile web page? ❓

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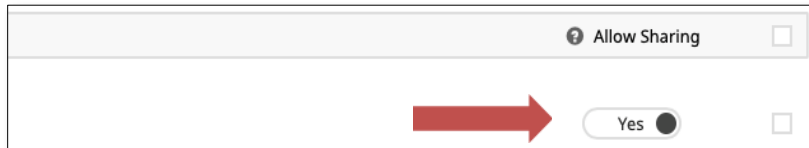
We use FAIRS to manage our Faculty Profiles web application. This change will allow you to self manage what information is added to your profile directly through FAIRS.

Change the slider to "Yes" if you wish to include the record on your public profile.
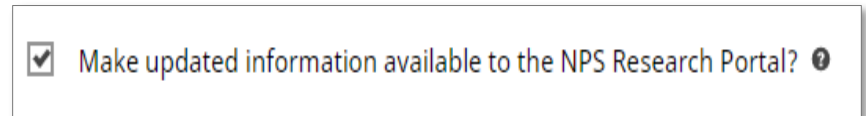
In the future, we plan to connect FAIRS with the new NPS Research Portal hosted on the RSPO website. This portal contains basic information about your sponsored projects.

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