FACULTY OF AGRICULTURAL, LIFE AND ENVIRONMENTAL SCIENCES[1]

2022-2023 FACULTY ANNUAL REPORT (FAR) USER GUIDE

Please submit your 2022-2023 Annual Report using the instructions below

Please submit your annual report by the dates provided by your Department.

Important Documents & Links:

ALES FEC Web Site

Link to On-Line Faculty Annual Report Form - please login with your CCID and password;

ALES Faculty Annual Report User Guide – our Faculty's guidance for the completion of the Annual Report (i.e., this document);

ALES Faculty Evaluation Guidelines (2016 version)

ALES FSO Standards and Procedures

ALES ATS Standards and Procedures

U of A FEC Reference Manual

ALES FEC Members

General Information

1. For the 2022-2023 reporting period ALES is using the FAR system. Feedback about the FAR is encouraged and can be provided through our ALES FEC.

2. As in previous years, there is an opportunity to describe the impacts of COVID-19 on your scholarly activities. The impacts of Covid-19 may be long term and thus this section of the report remains. These impacts will be reviewed by FEC and incorporated into the evaluation process. If there are no ongoing impacts there is not need to report in this section.

3. The on-line FAR provides for direct electronic communication regarding annual reports and archiving of annual reports, recommendation and decision letters related to merit increments.

4. Applications and review for tenure, promotion and sabbatical requests will continue to be carried out using traditional processes (i.e., not using FAR).

5. Please review this User Guide for details on how to complete your annual report and how the system works for the Department Chair, FEC Chair and FEC Members.

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[1] This guide is based on the guide prepared by Dr. Jeff Johnson for the School of Public Health, University of Alberta. Thanks to Dr. Johnson for permission to use his guide as the basis for the ALES document.

Using the FAR System

1. Once you log in and arrive at the main Annual Report page, you can navigate to each section by clicking on the section that is listed on the left column. The legend on the left column expands to show the sub-section of each category.

2. A number of sections will automatically import information from external sources. This includes journal papers, books and chapters, and courses taught from Beartracks. Once information is imported, you should double-check to ensure accuracy, and you may wish, or be required, to add information in specific fields (e.g. description of your contribution to journal papers or identification of graduate students as authors in publications). Note that an ORCID ID is required for automatic searching of the Scopus and Web of Science databases (https://orcid.org/)

3. Many of the sections contain information that will be carried forward from year to year, including graduate student supervision/advising, supervisory committees, and funding. In future, additional information may be considered for carry over from year to year (e.g., service on committees; administrative positions); feedback on these elements would be helpful. Click on the box "**Copy Forward**" to recover items from the previous year.

4. Each section has **required fields**, indicated by red asterisks – if these required fields are left blank, that section will be considered incomplete and will not be included in your downloaded or submitted annual report; error messages may or may not be generated for all required fields. If you notice any element marked as "**Incomplete**", double-check to make sure all required fields have an entry; for some required text fields, we have suggested common terms for you to consider (e.g., authorship for contribution to published papers) that will be helpful by ensuring greater consistency among Annual Reports.

5. Some fields have standardized formatting rules, which may, in some cases, result in an error message being generated before elements can be saved;

    a. Names should be entered using this format: LASTNAME, Firstname;

    b. Dates can be entered with the pop-up calendars;

    c. Numeric fields (e.g., funding amounts) cannot include punctuation or symbols (i.e., no %, $ or commas).

6. There are limits to the number of characters you can include in text boxes – often up to 5,000 or 7,000 characters, but **please** consider limiting your entries to 1,000 characters for most sections. If you find additional space is required, please contact your Department Chair.

7. The only additional materials that should be **attached** to your annual report are a sabbatical report (if applicable), and any other **material specifically requested by your Department Chair**. Please consult your Department Chair regarding which materials to append, if any.

8. **WE SUGGEST YOU HAVE A COPY OF THE FACULTY EVALUATION GUIDELINES AVAILABLE** when you add information to the FAR form. The online FAR form reports on the indicators as described in the

Faculty Guidelines. The Faculty Guidelines are essential for you to understand which information is appropriate for which fields and text boxes.

9. **The REVIEW PERIOD (Year in Review) is JULY 1, 2022 to June 30, 2023.** Only include activities undertaken and outputs produced during the year in review; in certain specified fields you can report on activities spanning multiple years.

10. You can check your work as you progress by clicking the "**Download Report**" button on Report Summary page (the top of the list on the left-hand side). This will create and download a PDF version of your annual report; **it will not submit your report**. You can also check to see if your report has missing fields by doing a validity check. Click on **"Validate Report"** on the Report Summary page.

11. Once you are satisfied with your annual report, click the "**Submit Report**" tab on the Report Summary Page. Your report will be sent directly to your Department Chair. Once you submit, your annual report will be locked, and you will no longer be able to edit your report until the Department Chair reviews it. If you inadvertently submitted your report, let the Department Chair know and they can return it to you. In some cases, the Department Chair may delegate an individual to assist in this process.

12. Once your annual report has been submitted to the Department Chair they can review it and suggest revisions, if necessary, in which case they can return your annual report to you for further edits before finalizing and resubmitting to the Department Chair. An email will be sent to alert you if your Chair returns your Annual Report to you.

13. The FAR system imposes a hard deadline for the Department Chair to submit all annual reports for FEC review, after which annual reports can no longer be edited. Your Chair's summary and assessment will be provided to you.

Specific Guidance for the Completion of the ALES Faculty Annual Report

Executive Summary

- This required text field provides you with an opportunity to highlight what you feel were your main accomplishments in any or all of the reporting categories in the year under review, your primary goals in any or all of the reporting categories for the coming year, and any challenges faced;
- You might consider using headings: ***Main Accomplishments, Goals for Next Year, and Challenges***; Summarize the highlights of your year and identify what you feel are the most significant outcomes.
- You might consider preparing this text in a Word or Google doc format and cutting and pasting the material into this text field, so that you can save this information separately, and for future reference, as it will not be carried forward to next year's annual report form.

Personal

Personal Information

- This section contains information about you, your rank, etc. and can be edited by clicking on the Edit button near the bottom of the page.
- You will be required to enter at least 3 (and up to 10) Research Keywords; these are to be self-nominated (e.g. there is no predetermined list), so you can use terms that you feel best describe your areas of interest and expertise in scholarly activities.
- Note that "highest qualification achieved" refers to your academic qualifications (e.g. PhD).
- In the "additional information" box please only include specific items of relevance to FEC. For example, indicate "on sabbatical", or "50% appointment with the Faculty of Science".

Workload / Job Description

- Under workload/job description, enter the % distribution for your position during the year under review; total of all fields must be 100; enter 0 (zero) for fields that do not apply to your position. This should be the standard 40:40:20 (Research:Teaching:Service) unless you have a specific agreement for a different weighting. Note that all fields with a red asterisk must have a value (which could be zero).

Teaching

Undergraduate / Graduate Courses Taught

- The first section "Undergrad/Graduate Course(s) Taught" is for information about courses for which you are a registered primary instructor and will be automatically uploaded from Beartracks; if any of the uploaded information about your courses is incorrect, or records are missing, please contact the ALES Faculty Office (FAR Admin) or your Department Chair.

- **Course information cannot be added manually.** If some critical information is missing, please describe it in the **Comments** section if it is about a specific course, or in the **Other Teaching Activities** section if the course is not listed in your courses in Beartracks**.**
- If information on lab sections that you are involved in is not included, please include discussion of the labs, including whether you teach the labs, in the **Comments** section for that specific course.
- Please report whether you supervised the lab sessions in person (or not). If the lab is primarily taught by TAs you could provide an explanation under the "**Comments**" section of the course - e.g., "includes 4 lab sections which are primarily taught by GTAs but I develop all exercises, train and mentor the GTAs, and provide detailed grading keys for assignments"
- If the course is co-listed (aka a "slash" course; e.g. AREC 509/709) please indicate this in the report and indicate differences in the instruction provided to the two groups (if any).
- Note that Contact Hours means hours of instruction (e.g. in the classroom) and does not include office hours or other non-scheduled instructional time. Contact hours should not be greater than 39.
- If you co-teach a course, you must be registered as such in PeopleSoft / BearTracks; please indicate in the Comments text field your role as a co-instructor; If you taught a course and it does not appear automatically please describe your role in **Other Teaching** Activities. Note your co-instructor status in the comments.
- Information on student perspectives on teaching (SPOT) will be uploaded directly into courses taught. Note that the final form of this information has not yet been determined (as of May 12, 2023). The Collective Agreement stipulates that this information will be presented as a form of distribution of scores / ratings rather than a "mean" or "average".
- In the Comments section please include any additional information, including whether you teach the labs, if you have any unusual responsibilities (e.g. field trip coordination, multi-section coordination, etc.).
- If you have shared responsibility but coordinate the course indicate this in the Comments section.
- **Comments on evaluation of teaching, activities to improve teaching in individual courses, or other course related comments should not be included in this section but in the section "Activities Undertaken to Improve Teaching" (see below).**
- If you are not a primary instructor, but have contributed to a course (e.g., provided one or more lectures), you would enter that information in the "**Formal Contribution to Other Courses**" section;
- Formal Contribution to Other Classes: Include participation in other courses for which you are not the primary instructor (or shared instructor). Include contact hours. If you did not contribute to other classes do not complete any fields in this section.

Graduate Supervision

- For graduate student supervision (i.e., thesis-based MSc or PhD) you are required to indicate frequency of meetings with the student and whether the supervisory committee has met. If these are not applicable (e.g. student just starting program), please include such an explanation. For example, use descriptions like "every 2-3 weeks I meet with the student one-on-one; a

committee meeting was held on April 20" or "…; no committee meeting yet as student just started"

- For course-based MSc / MA / MAg students please report on all applicable fields. If a field is not applicable, please indicate N/A. If the student has completed the project course – please indicate that in the Milestones section. Include a "topic" if a title is not available.
- For graduate students who have completed their degree in the reporting period please list full citations of theses completed under your supervision (student name, year, title, degree, pages)
- When listing graduate student awards please include major scholarly awards only.

Post Doctoral Fellow Supervision

- Please complete the fields for each Post Doctoral fellow that you supervise.

Graduate Examining/Supervisory Committees

- Please include the name of the student and supervisor and the department, faculty, university. You are asked to indicate the number of committee meetings during the year in review. Please provide this information, as relevant to your role, and describe your role on the committee: member of supervisory committee, arm's-length examiner, or examination committee chair. If the student has not completed the program, please do not fill in the box "End Date".

Activities Undertaken to Improve Teaching.

- The section "Activities Undertaken to Improve Teaching" allows for reflection on / evaluation of teaching activities.
- **Please provide comments, reflections and/or evaluation of teaching for each course**. Evaluation of teaching must be multifaceted and cannot solely rely on student evaluation of instructors. If there are student concerns or issues identified, speak to them in the comments. Various methods of evaluation beyond student perspectives on teaching (SPOT) are available. Please note that the collective agreement states:
  - *"Evaluation of teaching shall be multi-faceted and, in particular, shall not be based primarily on any one method of evaluation. The standards for evaluation of teaching performance shall be broadly based, including course content, course design and performance in the classroom. Such evaluation may take into account information such as reviews of teaching dossiers and other materials provided by the Academic Faculty member; reviews by peers and administrative officials; comprehensive reviews of student commentary; and the frequency distribution of responses to student questionnaires."*
- If you are using self-evaluation of teaching please provide an outline of the goals of the course taught, the methods of evaluation used, evidence used to evaluate whether goals were met and outline and any changes to be made to the course. Self-evaluations can be include as an informal method of evaluation. Please indicate the course name/number in each box.
- This section would also be an appropriate place to report on recent peer-review of teaching; any additional materials or reports from these activities can be appended under the attachments section at the bottom of the Annual Report form **only if requested by your department chair**.
- Please complete formal and informal descriptions of activities to improve teaching. Formal includes specific courses taken to improve teaching or peer-review of your teaching.

- Teaching related professional development activities can be reported in this section.

Other Teaching Activities

- Please describe any other teaching or teaching-related activities (e.g. judging a poster session for another course). Use only one text box.

Other Mentorship / Supervision Activities

- Please report on any mentorship activities, or supervision of any other individuals (including research technicians, etc.).

Research and Creative Output

- "Journal Papers", "Book Chapters" and "Books" sections can automatically import such research outputs from Scopus and Web of Science (WoS);
- **You must be registered on ORCID with an ORCID ID (https://orcid.org/) to access the automatic import of papers.**
- Your published papers will be identified by your Author ID in those external sources, based on your name and affiliation with the University of Alberta, and published (with page numbers or a DOI / ePublished) during the year in review (July 1 to June 30); in this way, the inclusion of published papers during the year in review is exactly the same for all faculty;
- Papers that are not imported automatically can be added manually (confirm they were published during the reporting period).
- Elements that are required fields, but are not relevant to your paper or publication, can be filled in with N/A.
- Please reconcile your list of journal papers against your annual report from last year to confirm that no published journal papers are missed, nor are any 'double-counted'; please only include those outputs that were made publicly available in the reporting period – published or e-published ahead of print (i.e., received a doi);
- **Do not include outputs that are submitted, in progress, under review, or in press (and not e-published) as a listing in the Journal Papers or related sections. Include a summary of papers in press, submitted, etc. in the <u>Other Research Activities</u> section.**
- The list of retrieved journal papers might be empty because you have not included your ORCID ID, or set your affiliation with University of Alberta and you need to change your profile on Scopus. The Faculty Annual Reporting website will only show journal papers that are associated with the University of Alberta;
- **Category:** Each journal paper must have a Category indicated. For papers published in scientific journals it is recommended that the Category of "Research Article" be used. This is a "regular" scientific publication.
- You are strongly encouraged to list trainees among the included authors; this is not a required field (because some papers do not have trainees as co-authors), but this information will be very important to report at the faculty level, so you are encouraged to enter this information; If there are trainees in the author list but they are not your trainees please describe this in the contribution section.
- If available – please include the impact factor of the journal.

- Under "Journal Papers", "Book Chapters" and "Books" most of the required fields will be populated by the import; one required field that is <u>not</u> populated is an indication of your contribution to the paper, chapter or book; you are required to indicate your contribution, otherwise the entry is considered "Incomplete" and will not be presented in the read-only view or PDF; a text box is available to describe your contribution, which you may use, but at a minimum, it is suggested to use any of the following terms (any one, or as many, as appropriate):
    - Lead author;
    - Corresponding Author;
    - Co-author (xx% contribution);
    - Student supervisor;
    - Student supervisory committee member;
- In "book chapters," "books" and other refereed contributions please describe the reviewing process in the Contribution section.
- OpEd pieces, or interviews in the popular press, newspapers, or blogs, may be reported in the "Other Print Publications" section.

Other Print Publications

- Include any other publications including technical reports, working papers, extension publications and publications for the general public.
- If the publication is only published on the web please include the web address.

Research/scholarly related community engagement and relationship management

- This section allows for a brief reflection on such activities; you may add multiple such brief reflections; this section would be an appropriate place to report on your engaged scholarship, facilitation activities designed to develop research engagement, etc.
- Research related professional development activities can be reported in this section.

Presentations and Colloquia

- Include information on conference presentations (authors, title, location, etc.) in the entries.
- **Please do not include presentations / colloquia that are in submission, in revision or rejected. Summarize this information on presentations / colloquia and include this information in "Other Research Activity".**
- **Please do not include abstracts of presentations in the report.**
- In reporting presentations, group presentations by type of event or type of presentation (e.g., International conference(s), National conference(s), Presentations targeted at Stakeholders, etc.). List presentations given by you; presentations by co-authors, presentations by HQP.

Other Research Activity

- Include information on grants in submission as well as those submitted and not successful.
- Include any other significant research-related information, such as papers in progress, in this section.

Supervision of Other Personnel

- If you supervise technicians, research associates, or other individuals who do not fall into the graduate student or postdoctoral fellow category, please report them in **Other Mentorship / Supervision in the Teaching Section (see above)**.

Funding and Engagement

- Please indicate funding sources as 'grants', 'contracts' and 'salary' awards; the 'type' field also allows for a description of 'peer-reviewed' or 'competitive', which are often considered synonymous; to avoid confusion, FEC will consider 'grants' to be peer-reviewed and competitive while 'contracts' are considered to be non-peer-reviewed; Note that you can include multiple fields in the grant type (e.g. grant, competitive).
- **Please do not include unsuccessful or "in submission" grant applications in this section. Include a summary of such activity in the Other Research and Creative Output section above.**
- There is some confusion about the reporting of research grants, particularly the amounts that are received in the time period being evaluated, the percentage allocated to your program, etc. **Please report the total amount (over the entire period) in the box Full Amount Awarded. Please report the percentage that comes to you in the box Percentage to Your Research Program.** For example, if the award was $100,000, but only $10,000 is coming to your lab or program, report $100,000 in the **Full Amount Awarded** and 10 in the **Percentage to your Research Program.**
- Funding items should be identified as Newly Funded or Ongoing;
- **Please do not include startup funds, general research funds or similar funds in this section.**
- If funding is for equipment, please specify that in the description of the program;
- Research Related Awards/Honours/Fellowships – provide the name of the award and a brief statement of the significance.

Supplementary Professional Activity

- **Even if you have not participated in any Supplementary Professional Activity please complete this section by indicating "no SPA conducted".**
- This section may be used to report on clinical, professional, or consulting activities that <u>**are**</u> considered Supplementary Professional Activity, including their relevance to your position at the University of Alberta. Please indicate if U of A facilities are used, and if so, to what extent.
- For an explanation of the categories of SPA (e.g. major or minor) please see the Faculty Guidelines.
- Supplementary Professional Activities (SPA) should be reported for any activities that fall into the Faculty definition of SPA (see Faculty FEC Guidelines), such as formal consulting activities (paid or unpaid), teaching beyond allocated teaching, expert witness activities, etc.
- SPA should not include, for example, reviewing journal articles and extension presentations. These activities are scholarly activities that should be included in the annual report in the relevant sections.

Service

- This section may be used to report on Service-related activities (e.g., committee membership; editorial activities, reviewing, etc.);
- Please try to sort service categories in your report so that, for example, department level service activities are grouped together, faculty level activities are grouped, etc.
- Formal administrative positions (e.g., Associate Dean, Program Director, Center Director) should **not** be reported here, but rather in the next section on **Administration**;
- Service activities should be indicated as: internal to the University (at the level of the University, Faculty, or Department), or for external stakeholders, including scholarly (e.g., peer-review of papers/grants), professional (e.g., leadership position in professional society), or service to the broader community (such as outreach and knowledge mobilization);
- Types of services can be reported in one "element." For example, reviewing for journals can be one element, with a list of the number of papers reviewed and the journal names described in the "Details of Contribution Section." For committees a brief report of responsibilities, contributions, time commitment and outputs / outcomes from the committee is required.
- Please check the dates of your membership on committees and ensure that your participation is within the reporting period.
- This section should also include Service (extension) related lectures, talks and demonstrations and extension publications. For lectures, talks and demonstrations please include the presenter, title, place, date, and audience size. For extension publications please include co-authors, titles, date of publications, page numbers and indicate your contribution to any multi-authored publication.
- Formal or informal mentorship to other faculty or colleagues should be reported in this section.

Administration

- This section is to be completed only by faculty members with formal administrative positions **within the University of Alberta**. Administrative positions include Associate Deans, Graduate and/ Undergraduate Program/Degree Directors and Center Directors, Department Chairs, Associate Chairs, and other major University of Alberta administrative positions. Administrative positions for professional societies or other such activities should be reported under "Service."
- **If you have multiple administrative roles you must include the description of all administrative tasks in these fields. You cannot "add elements" in the Administration section, but you can add elements within the accomplishment and leadership sub-sections.**
- There are three sections provided to describe the administrative position: position expectations, main accomplishments, and leadership activities; all are required fields, so require some input, but do not require full character counts! In the leadership activities section note items that were significant achievements or outcomes in the reporting period.
- **You might consider preparing this text in a Word or Google doc format and cut and paste into these text fields, so that you can save this information separately, and for future reference, as it will not be carried forward to next year's annual report form.**

Sabbatical Report

- If applicable, a summary of sabbatical leave should be reported;
- Sabbatical reports can be appended as an **Attachment.**

Attachments

- Other than sabbatical reports there should be no attachments included with the annual report **unless requested by the chair.**