## CREATE YOUR ACTIVITY REPORT WITHIN THE 2024 ANNUAL REVIEW ASSESSMENT.

The 2024 annual review assessment is located in the MY ACTIONS box on your Elements homepage.

• Click **Start your 2024 Annual Review**. Note: the MY ACTIONS box has two view options, list view and carousel view. Depending on your account settings, your MY ACTIONS box will default to either of the views shown in the screenshots below.

MY ACTIONS (5)	:
Start your 2024 Faculty Annual Review Your "2024 Faculty Annual Review" exercise is ready for you to start. Please review the form and start your submission. Start »	Ì
Reviews to complete You have 1 review to complete for the "2023 Application to Take Sabbatical in AY 24/25 (Departmentalized Submission)" survey. View »	
Reviews to complete You have 69 reviews to complete for the "2024 Application to Take Sabbatical in AY 25/26 (Departmentalized)" survey. <b>View</b> »	
	-

	MY ACTIONS (1 of 5)	:
+	Start your 2024 Faculty	
	Annual Review	
	Your "2024 Faculty Annual Review" exercise is ready for you to start. Please review the form and start your submission.	>
	START	

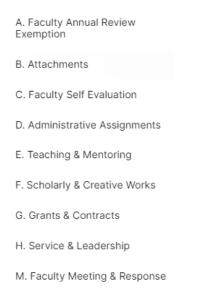
 The annual review assessment will open to the introduction page where you can find an overview of the annual review and activity report.

#### 2024 Faculty Annual Review

EXIT EXERCISE	
	Introduction
Introduction	< previous Next
Overview	2024 FACULTY ANNUAL REVIEW Welcome to the 2024 faculty annual review assessment. The annual review assessment consists of two parts; an activity report completed by the
A. Faculty Annual Review Exemption	faculty member and a review of those activities by the unit leader/secondary unit leader/review committee and the dean. FACUTLY ACTIVITY REPORT
B. Attachments	Faculty should complete their activity report (section B-H) by first attaching any relevant documentation in the Exercise information section and completing a self-evaluation. Those faculty with administrative assignments should fill out the Administrative Assignments section. Faculty will then add 2024 activities for each of the following categories: Teaching Activities, Scholarly & Creative Works, External Funding, and Service & Leadership. Finally, after all 2024 activities have been entered, the faculty member should move the activity report to their unit leader or dean for review by
C. Faculty Self-Evaluation	clicking the SUBMIT button. Upon completion of the unit leader's review or dean's review, the review will be sent back to the faculty member in order for the faculty member to provide an optional response to the evaluation in the Faculty Response section. Finally, the faculty member will move the
D. Administrative Assignments	review back to their unit leader or dean.

• On the left-hand side of the screen are the steps (A-M) you will navigate as you complete the activity report and review.

Elements



• If you are exempt from the annual review process, provide the exemption reason in section A.

**Faculty Annual Review Exemption** by clicking the t button. If you are not exempt from the annual review process, skip section A and complete sections B - H.

Faculty Annual Review Exemption	
NEXT	>
f you are not submitting annual review documentation and qualify as an exception as outlined in PS 36T or PS 36NT, please provide one of the following s justification: Leave of Absence, Notice of Non-Reappointment, Other (provide an explanation below) and Submit the assessment to your Unit Leader.	
Information	
	Ð
No information fields have been added for this section. Add	
REVIOUS	>

 Select the justification for exemption from the dropdown list and provide an explanation if applicable.

REVIEW PROCESSES > 2022 ANNUAL REVIEW

Elements

#### A. Faculty Annual Review Exemption

If you are not submitting annual review documentation and **qualify as an exception** as outlined in PS 36T or PS 36NT, please provide one of the following as justification: Leave of Absence, Notice of Non-Reappointment, Other (provide an explanation below) and Submit the assessment to your Unit Leader.

Information		Cancel Save	Save and exit
	Essential Information	_	
Exempt from the annual review assessment?	[None]		
Explanation of exemption			

- In section **B. Attachments**, you can upload documents that are relevant to your annual activity report (i.e., syllabus, evaluations, and CV).
- To upload a document to the assessment, click the  $\textcircled{ extsf{the}}$  button.

<b>B. Attachments</b>
< PREVIOUS NEXT >
Faculty should attach any documents relevant to their annual activity report that would be useful for the unit leader or dean to review when completing the evaluation (i.e. syllabus and course evaluations).
Attachments
$\longrightarrow$

• The Add Attachment box will appear. Drag and drop your files or click the **browse** button to select the file you would like to attach.



Add an attachment

.

	Drag file here or browse to choose a file		
hoose the <b>Type</b> from th	he dropdown menu and add an o	ptional description.	
Math 1021 Syllabus.doo	cx		Ē
<b>Type</b> Choose one	•		
Description			
Math 1021 Syllabus	s.docx	<u>ش</u>	
<b>Type</b> Syllabus	•		
Description			

• The section now shows one attachment has been added and displays the uploaded date and time.



Attachments	1 attachment		
Math 1021 Syllabus.docx Uploaded on 05 Feb 2023 11:24 12 kB		ىلە بە	2
Туре			

• Click the NEXT button to move to section C. Faculty Self-Evaluation.

	Wath 1021 Syllabus.docx Uploaded on 05 Feb 2023 11:24 12 kB	৶	l	Î	19 January 19 44
	<b>Type</b> Syllabus				
PRE	IVIOUS		-	•	NEXT >
I	All faculty must complete a self-evaluation. Complete the <b>C. Faculty Self-Evaluation</b> section button.	by cl	ickir	ng the	<b>+</b>
	C. Faculty Self-Evaluation				
	( PREVIOUS		NE	XT >	
	Faculty should provide a written self-evaluation for the following: 1. Teaching Activities 2. Research/Creative Activities				
		s	see mo	re	
	Self Evaluation			Ð	

#### FACULTY ANNUAL REVIEW **CREATING AN ANNUAL ACTIVITY REPORT**

Provide a self-evaluation for teaching, research, service as well as an overall assessment and click Save and exit. Note: the system can time out. It is suggested you save as you go or write your selfevaluation in Word and copy and past to this section.

elf Evaluation				<u>Cancel</u>	Save	Save and ex
						1
	E	ssential Information				
Teaching self-evaluation			li li			
Research/creative activities self- evaluation			E			
Service/professional activities self-evaluation			ž			
Overall assessment of job- related activities						

The Self-Evaluation section will now confirm 4 items have been added to the section. You can click • the pencil icon if you need to make edits or the trashcan to delete.

Self-Evaluation		
	4 self evaluation fields	2 🗇
Teaching self-evaluation Test		
Research/creative activities self-evaluation Test		
Service/professional activities self-evaluation Test	n	
Overall assessment of job-related activities Test		
Click D. Administrative Assignments	<b>s</b> if you had any administrative assignments in 2024.	
B. Attachments	Administrative Assignments	
C. Faculty Self-Evaluation		
D. Administrative Assignments	-	
E. Teaching & Mentoring		

Elements



• Click the • button on the **D. Administrative Assignments section**.

	D. Administrative Assignments	
Introduction	< previous	NEXT >
Overview	For those faculty with 2024 administrative assignments, provide the following information:	
A. Faculty Annual Review Exemption	2. End Date 2. End Date 3. Position/Role 4. Number of hours spent per year 5. Responsibilities/Description	
B. Attachments		see less
C. Faculty Self-Evaluation	A desiration A settements	0
D. Administrative Assignments	Administrative Assignments	0
E. Teaching & Mentoring		
F. Scholarly & Creative Works		
G. Grants & Contracts		

• Complete the essential information fields and click the Save and exit button.

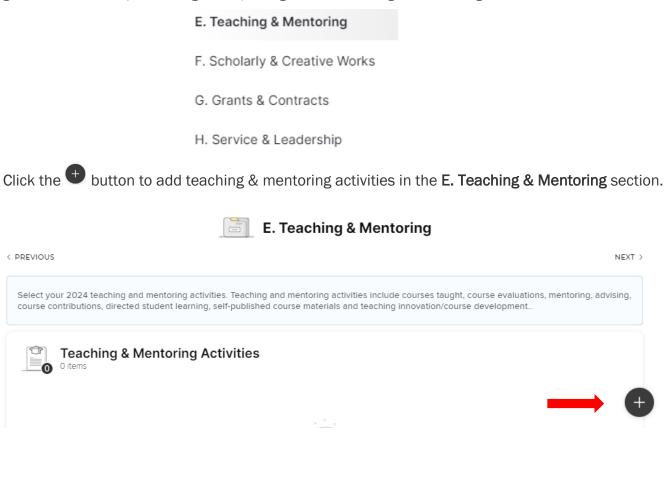
Administrative Assignments		<u>Cancel</u>	Save	Save and exit
	Essential Information			
Position/role	Associate Dean			
Start date	03 Jan 2022 🕑 🏛 🗙			
End date				
Number of hours spent per year	40 hours a week			
Responsibilities/description	Test			

• The confirmation screen will appear confirming 4 items have been added to the **Administrative Assignments** section. Click the pencil to edit the items or trashcan if you need to delete them.



Administrative Assignments	3
	4 administrative assignments fields
Position/role Associate Dean	
Start date 03 Jan 2022	
Number of hours spent per year 40 hours a week	
Responsibilities/description Test	

Now you will add activities (already on your Elements profile) related to teaching & mentoring, scholarly & creative works, grants & contracts, and service & leadership in sections E – H. Note, you will repeat these steps when adding activities to each of these sections but for the purpose of this guide we will walk you through completing the E. Teaching & Mentoring section.



• The list of your available teaching activities will appear, sorted by the **reporting date (newest first)**. Add activities initiated or completed in 2024 by clicking the **ADD** button for each activity.

#### Select items for Teaching & Mentoring Activities

Elements

THESIS		
	COURSES TAUGHT Course code: HNRS 4000 Enrollment: 1 Reporting Dates: 26 Aug 2024 - 07 Dec 2024	 ADD
SUMMARY	LABELS (0)	

• Once you add all your 2024 activities, click the SAVE CHANGES button in the top right corner of your screen.

17 items selected (0 or more required)	SAVE CHANGES	

 If you are missing an activity that should be included on your activity report, you can add the activity to your Elements profile without leaving the annual review assessment. Click the +ADD NEW TEACHING & MENTORING button in the top right corner of your screen.

	+ ADD NEW TEACHING & MENTORING	
/: Reporting date (newest first) 🗸		
Eligible items only (i)	Filtors	

• Select the activity type. For this example, we'll add an academic advising activity. Add a new activity

Elements

	Select act	ivity type	
Academic Mentoring	Academic Advising	Course Contribution	Courses Taught at Other Institutions
Directed Student Learning	Other Teaching & Mentoring	Self-Published Course Material	Teaching Innovation & Course Development

• Fill in the essential information for the activity and click the SAVE button.

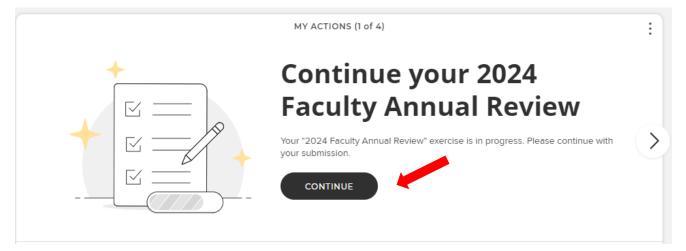
	Essential Information	
Start Date	12 Aug 2024 🕑 🗮 🗙	
End Date	13 Dec 2024 🕑 🛗 🗙	
Number of Undergraduate Students Advised		
Number of Graduate Students Advised		
Description of Advising Activities		Ω
Approx. Number of Hours Advising Per Year		
		CANCEL

• Return to the assessment by clicking the **Go to your home page** button.

### FACULTY ANNUAL REVIEW CREATING AN ANNUAL ACTIVITY REPORT

Thank you	08:36 Academic Advising added
Your activity has been added to Elements at Louisiana S	State University.
Do more with this academic advising:	
View your teaching & mentoring details	
You could also:	
Go to your home page	

• Go back into the annual review assessment by clicking **Continue your 2024 Annual Review**.



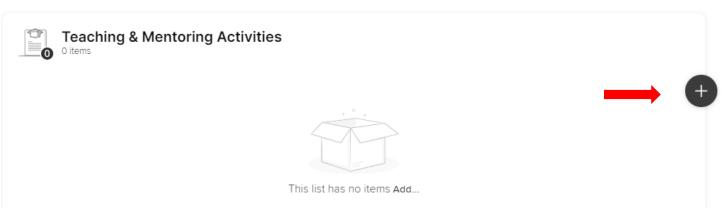
• Go back to the E. Teaching & Mentoring section to add the new activity you created.

	E. Teaching & Mentoring
Introduction	< PREVIOUS NEXT >
Overview	Select your 2024 teaching and mentoring activities. Teaching and mentoring activities include courses taught, course evaluations, mentoring, advising, course contributions, directed student learning, self-published course materials and teaching innovation/course development.
A. Faculty Annual Review Exemption	Traching 9 Mantaning Activities
B. Attachments	Teaching & Mentoring Activities
C. Faculty Self-Evaluation	•
D. Administrative Assignments	
E. Teaching & Mentoring	
F. Scholarly & Creative Works	

Elements



• Click the + button.

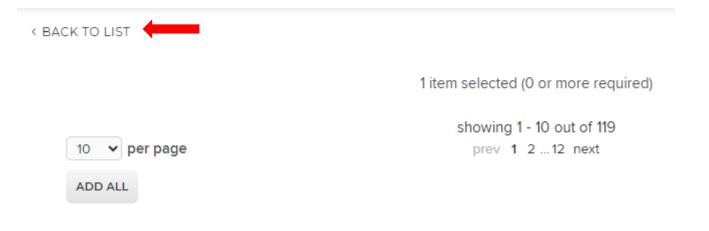


• The newly created activity should appear in the list of available activities. Add the new activity to the annual review assessment by clicking the **ADD** button.

Academic A	dvising
	ACADEMIC ADVISING Number of Undergraduate Students Advised: 3 Number of Graduate Students Advised: 1 Reporting Dates: 12 Aug 2024 - 13 Dec 2024
SUMMARY	LABELS (0)

• Return to the main page of the review assessment to confirm the activity has been added by clicking **BACK TO LIST**.

# Select items for Teaching & Mentoring Activities



• The activity now appears in the Teaching & Mentoring Activities on the 2024 annual review assessment.

		E. Teaching & Mentoring		
Introduction	< PREVIOUS		NEXT >	
Overview		aching and mentoring activities. Teaching and mentoring activities include courses taugh , directed student learning, self-published course materials and teaching innovation/cou		
A. Faculty Annual Review Exemption	Tapahi	ng 9 Montoring Activition		
B. Attachments	1 tem	ng & Mentoring Activities		
C. Faculty Self-Evaluation	$\smile$	1 item	<b>F</b>	
D. Administrative Assignments	10 <b>v</b> pe	rpage	1-1 out of 1	
E. Teaching & Mentoring	REMOVE AL	L		
F. Scholarly & Creative Works			VIEW ITEM DETAILS $\rightarrow$	
G. Grants & Contracts	Academi	c Advising		
H. Service & Leadership	1	ACADEMIC ADVISING		
M. Faculty Meeting & Response		Number of Undergraduate Students Advised: 3 Number of Graduate Students Advised: 1 Reporting Dates: 12 Aug 2024 - 13 Dec 2024	REMOVE	
Download	SUMMARY	LABELS (0)		

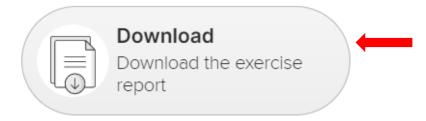
• If you need to remove an activity, click **REMOVE**.

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Elements

	E. Teaching & Mentoring	E. Teaching & Mentoring	
Introduction	< PREVIOUS	NEXT >	
Overview	Select your 2024 teaching and mentoring activities. Teaching and mentoring activities include courses taught, c course contributions, directed student learning, self-published course materials and teaching innovation/course		
A. Faculty Annual Review Exemption B. Attachments	Teaching & Mentoring Activities		
C. Faculty Self-Evaluation	1 item	A	
D. Administrative Assignments	10 v per page	1-1 out of 1	
E. Teaching & Mentoring	REMOVE ALL		
F. Scholarly & Creative Works		VIEW ITEM DETAILS $\rightarrow$	
G. Grants & Contracts	Academic Advising		
H. Service & Leadership	ACADEMIC ADVISING		
M. Faculty Meeting & Response	1         Image: State of Undergraduate Students Advised: 3           Number of Graduate Students Advised: 1           Reporting Dates: 12 Aug 2024 - 13 Dec 2024	REMOVE	
Download	SUMMARY LABELS (0)		

- Repeat these steps to add activities in the F. Scholarly & Creative Works, G. Grants & Contracts, and H. Service & Leadership sections.
- Once you have completed sections A-H, you have completed the annual activity portion of the
  assessment. Before submitting your annual activity report to your unit leader or dean for review,
  download a PDF/Word version of the activity report to check it for completeness by clicking the
  Download the exercise report button in the bottom left corner of your screen.



• Select a format for the report, PDF or Word document and click **DOWNLOAD**.

La Export	
Annual Review Report(2022) Annual Review Report(2022)	
Please choose a format	

- The report titled **"2024 Annual Review Annual Review Report"** will now appear in the Downloads folder of your computer. Open the report and check for any changes that may need to be made before sending it to your unit leader or dean for review.
- Once you are satisfied with your annual report, move the report to your unit leader or dean for review by clicking the **SUBMIT** button in the top right corner of your screen.



Elements

current stage: Faculty Submission



• If you report directly to a unit leader or department chair, select **Unit Leader Review**. If you report directly to a dean or VP, select **Dean Review**.

Ó	current stage: Faculty Submission	
	Unit Leader Review	
	Dean Review	
	OAA Review	

• The Summary screen with the confirmation statement will appear. You must check the confirmation statement box before you can submit your activity report for review. Once the confirmation statement is selected, click **CONFIRM**.

Summary

	You are about to move this review process to Unit Leader Review.	
Please check t	he following box to proceed:	
	ing my documents, I denote that I have brought the contents of my file up-to-date and hereby submit my annual bort to my unit leader for review (Per PS-36). I also hereby acknowledge that my activities will be used for LSU burposes.	
	Please consider addressing the following issues:	
🗻 A. Facu	Ity Annual Review Exemption	
Castian has	un information	

• The current stage of the annual review assessment located in the upper right corner of the screen, will update to "Unit Leader Review" or "Dean Review" once it has been successfully submitted.



Elements

current stage: Unit Leader Review

- -----
- You have completed the annual activity report portion of the annual review assessment. Once your unit leader completes their evaluation, they should send the annual review assessment back to you for you to review and provide an optional response in the **M. Faculty Meeting & Response** section. See the **Faculty Response** guide for directions on how to complete that portion of the assessment.