

## Introduction to Reporting Faculty Success

*Last Updated- June 14, 2023*

### Getting Started With Faculty Success for Faculty

1. Login using the quick link at <https://www.njit.edu/facultyreport/> with your University Computing ID (UCID).
2. Data for your annual report is collected on screens organized into four categories: **General Information, Teaching, Scholarship/Research, and Service**. See the table below for detailed information about each category.

Category	Explanation and Examples
<b>General Information</b>	
Personal and Contact Information	Name, Office Building, e-mail address & office address.
Administrative Data - Permanent Data   Yearly Data	Original and current appointments at NJIT.
Academic, Government, Military and Professional Positions	Appointments outside NJIT.
Administrative Assignments	NJIT administrative assignments (e.g. Chairperson, Graduate Advisor, Program Director, Research Center Administration).
Awards and Honors	Awards and Honors received.
Consulting	All Consulting (paid and pro bono) within and outside academe.
Education	Earned Degrees and other formal education.
External Connections and Partnerships	Speaking, field trips, fundraising, recruiting activities other not of a scholarship/research or service nature.
Faculty Development Activities Attended	Conference or seminar attendance, continuing education, internships, fellowships for faculty development purpose and not research/scholarship or service.
Licensures and Certifications	
Media Contributions	Examples: TV, radio, newspaper, magazine, etc.
Professional Memberships	
Workload Information	Reserved for future use.
<b>Teaching</b>	
Academic Advising	
Directed Student Learning (e.g., theses, dissertations)	It also includes independent study, project, and co-op advisement.
Non-Credit Instruction Taught	
Scheduled Teaching	Courses assigned to teach. Data will be pre-loaded for the fall and spring terms. Annotate entries to indicate pedagogical innovations, new activities or other activities to enhance student learning.

<b>Scholarship/Research</b>
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Research Areas, Methods, and Tools	List of the research areas, description of Research Methods and tools.
Artistic and Professional Performances and Exhibits	
Biographical Sketch –NIH   NSF	Forms with data as required by NIH/NSF
Contracts, Grants and Sponsored Research	Proposal and grants.
Intellectual Contributions	Book Reviews, Book Chapters, Conference Proceedings, Journal Article, Manuscript, Software, etc.
Intellectual Property (e.g., copyrights, patents)	Title patent, patent #, etc.
Presentations	Presentations at conferences and meetings of a scholarly nature.
Research Currently in Progress	
<b>Service</b>	
Department	Meetings, committees, advisement, etc. for home department.
College	Meetings, committees, advisement, etc. for home college/school.
University	University-wide service.
Professional	Examples: Advisor to a company, journal or textbook editor, professional society officer. Other services to one's profession.
Public	Examples: board member, speaker, an officer in an organization, and other service activities outside of the university and one's profession.

3. Be sure you have reviewed the [Faculty Staff Guide](#) that provides navigation instructions.
4. There are several places in **Faculty Success** where you are given the option to upload a file. This feature is not available at this time.
5. Printed copies of your annual report in Microsoft Word format are easily generated. From the Top-Right Menu, Select **Rapid Reports**. Select the **Annual Faculty Report** and run it for the appropriate reporting period. The academic year starts with the fall semester and includes the following spring and summer terms. Annual reports should be run for activities that begin on September 1 and conclude on August 31 of the following calendar year. Additional Templates for Reports have been designed for NJIT-specific purposes, such as Curriculum Vitae for Promotion and Tenure and Curriculum Vitae for Sabbatical. Future updated/new templates will be announced as they are developed.