

Annual Report System

College of Arts & Sciences

Manager Help Document

by OASIS
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Description

This document gives general instructions on filling out your Annual Report using the College of Arts & Sciences' Annual Report system that was developed by OASIS.



UNC
COLLEGE OF
ARTS & SCIENCES



Annual Report System

College of Arts and Sciences

Welcome to the Annual Report. This document includes general operation notes about the Annual Report as well as an overview of the Chair, Management, and Fund Stewardship functions. Administrators, departmental managers and chairs generally use these areas. Depending on your level of access you may not have permissions to one or more of these areas.

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I. General notes about the system

A. Sections: The Annual Report system for managers and chairs is divided into six sections.

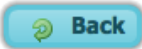
1. Chair Report: The Chair Report allows Chairs to respond to questions regarding the Unit. These questions are presented on nine pages: Unit Accomplishments, Challenges and Goals, Unit Organization, Unit Development, Unit Comment, Chair Attachments, Community-University Projects, University Events Attendance, Status and Unit Summary.
2. Manage Annual Reports: The Manage Faculty Reports tab provides access to manage faculty reports and affiliations.
3. Position Request: allows units to submit position requests.
4. IB Reallocation: allow units to describe the need for the reallocation of permanent instructional budget.
5. Diversity Survey: allows units to submit diversity survey.
6. Fund: allows access to Stewardship and Fund Report pages.
7. Admin/Configure Pages: Select Pages & Questions tab to edit department questions.

B. System Navigation: The Annual Report System provides consistent navigation for pages in the Chair and Manage Faculty sections.

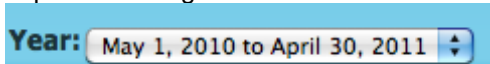
1. Save and Continue: Clicking this button will save all data entered on the current page, and cause the next page to load.



2. Back: Clicking this button will load the previous page and save all of your work.



3. Year Selector: The Year Selector is used to select the year for which the Annual Report is managed.



C. Getting Help: If a technical issue arises, or if you have a question regarding the system, two links are provided at the top of every page in the system:



Request for Help: Clicking on the "Request for Help" link will provide a form that generates an email that will be sent directly to OASIS. If you have seen an error message, please copy and paste it into the email along with some description of what you were trying to do. If you have a question about how to use the system please ask that in your email.

II. Chair/Unit Information

The Chair section contains the following pages: Unit Accomplishments, Challenges, and Goals, Unit Organization, Unit Development, Unit Comment, Chair Attachments, Community-Univ. Projects, Univ. Events Attendance, Status and Unit Summary. These pages allow you to enter information about your unit from the selected reporting year. Navigation options for this section are displayed in the Chair Console (below):


- A. Navigation:** Clicking on any link in the Chair Console will save all the work in the current page, and cause the requested page to load.



To complete the Chair section, answer the questions on each of these four pages. Clicking on 'Save and Continue,' 'Back,' or any link in the Chair console (above) will save your work.

B. Overview of Sections


- 1. Unit Accomplishments, Challenges and Goals:** this page provides an opportunity to state your units' accomplishments, challenges and goals.
- 2. Unit Organization:** This page provides an opportunity to comment about your unit's organizational structure.
- 3. Unit Development:** This page allows for comments about faculty mentoring, student and course evaluations.
- 4. Unit Comment:** This page gives an opportunity to add additional comments that will assist in the interpretation of the data that you have provided.
- 5. Chair Attachments:** This page provides an opportunity to attach uploaded files to your report, such as teaching evaluations.
- 6. Community-University Projects:** These pages provide an opportunity to list your unit's transformative Community-University Projects and Partnerships for Mutual Benefit.
- 7. University Events Attendance:** This page provides an opportunity to list total attendance at university events.





8. **Unit Status:** This page allows you to indicate whether or not you have completed the annual report.
9. **Unit Summary:** The Unit Summary page will produce a viewable version of your unit's summary report. To print out your unit summary report you can select the **PDF icon** . Clicking this image will open an Adobe PDF version of your unit summary report.

III. Manage Annual Report

Selecting 'Faculty', then 'Manage Annual Report' tab will allow you to manage faculty in your managed unit(s).

- A. **Manage Unit Affiliations:** To manage unit affiliations, click the 'edit' link by the name of the faculty member you wish to edit.

Faculty included in Arts & Sci Info Services report:  add faculty

Faculty	Status	Affiliation
Lang, Andrew	In Progress	primary 
Lang, Ying [Attachment]: cv.pdf [Attachment]: cv two.pdf	In Progress	primary 
Lerch, Tae	In Progress	primary 
Semone, Sean	In Progress	primary 



Once the 'edit' link is clicked, the following dialog will appear.

Edit Affiliation
✕


Faculty: Lang,Andrew

Department: Arts & Sci Info Services

Affiliation: primary
 secondary
 not affiliated

 Save
 Cancel

To update affiliation, select the correct affiliation option from the list, and click 'Save.' Selecting the 'not affiliated' option will exclude a faculty member from the report for your unit. Selecting either primary or secondary will include a faculty member in your departmental report.

- B. **Add Faculty to Unit:** To add a faculty member to your unit for reporting purposes, select the 'add faculty' link.  add faculty

When the 'add faculty' link is selected, the 'Add Faculty' dialog will appear (shown below). To locate a faculty member in the UNC Directory, enter the full or partial name into the Search Keyword field and click on the magnifying glass. If only one faculty member

matches the keyword(s), that faculty member's information will pre-populate the name, pid, and onyen fields. If there are multiple matches for your keyword(s), they will appear in the search result select list. If multiple search results are found, select the faculty member you wish to add from the list. This selection will cause the corresponding name, pid, and onyen fields will be pre-populated. Once the name, pid, and onyen fields are correctly populated, indicate the correct affiliation status and click 'Add.'

Add Faculty [X]

Find Person

Search Keyword: [Search]
(full or partial name. e.g. 'john doe', 'j doe' or 'doe')

Search Result: [v]

Last Name:

First Name:

PID:

Onyen:

Affiliation: Primary
 secondary

- C. **Edit Faculty Report:** To edit a faculty member's annual report, select his or her name from the Manager Console.

Manager Console [Close]

Select a person to proxy:

[v]

Selecting a faculty name from the manager console will cause the selected faculty member's Annual Report Profile page to display. To navigate to a specific page in the faculty member's Annual Report, click that page's link on the Reporter Console. To proxy for a different faculty member's report, select the faculty member's name from the Manager Console. To exit from the proxy for faculty mode, click the '[exit]' link on the Reporter Console.

Andrew Lang » Profile

Your information below is obtained from the campus directory. Please confirm your affiliations before proceeding.

Onyen: alang

Current Year: May 1, 2010 to April 30, 2011

**Affiliated
Units:**

Arts & Sci Info Services primary

[Save & Continue](#)

Manager Console

Select a person to proxy:

Lang, Andrew

Reporter Console

proxying for Andrew Lang [\[exit\]](#)

Go to a specific page:

- » [Profile](#)
- » [Publications](#)
- » [Creative Activities](#)
- » [Teaching Questions](#)
- » [University Service](#)
- » [Internal Funding](#)
- » [Professional Activities](#)
- » [Public Service](#)
- » [Attachments](#)
- » [Unit Questions](#)
- » [Comments](#)
- » [Status](#)
- » [Summary](#)

- D. Department Report:** To download a PDF report of department question responses and aggregated faculty responses for the selected department, click on the 'Manage' tab, and then click the 'Dept. Report' link.

Manage Annual Report

Select a Unit:

Department:

Music



[Dept. Report](#)

IV. Customizing Unit Questions for Faculty

To customize unit questions for faculty, select the 'Admin' tab, and then the 'Pages & Questions' option. Then, select "Questions" link of the Annual Report page for which you want to add or edit questions. Unit questions can be added to any of the question pages listed.

Configure Pages

Category: faculty

Order	Name	Instruction	Multi-form?	Redirect to Page	Contain questions?	
1	Profile		N	faculty/profile	N	
10	Publications		N		Y	Questions
20	Creative Activities		N		Y	Questions
30	Teaching Question	The following page provides you an opportunity to report on your varied instructional activities during the past year. In particular we are interested in identifying the wide range of faculty teaching accomplishments that are not reflected in the normal teaching load. Please feel free to add additional details in the appropriate "comment" fields.	N		Y	Questions
40	University Service		N		Y	Questions
50	Internal Funding	Information regarding external grants that are processed through the	N		Y	Questions

College Questions and Department Questions for the selected unit will be displayed on the "Configure Questions" page. College questions, which appear on the Annual Report for faculty in each unit in the college, will be displayed in read-only mode. Department questions will appear

only for faculty in the selected unit, and are editable.

[Dept]TEST UNIT Department Questions

+ Add Section
+ Add Question

Order	Section/Question	Answer Specs	Start Year	End Year
-------	------------------	--------------	------------	----------

- A. Add a Department Section:** To add a new section, click 'Add Section.' The purpose of a section is to group related questions under meaningful headings.

Add Department Section
✕

Section*:

Start Year*: End Year:

Save

When adding a section, complete the following fields:

1. **Section:** Enter the title of the section in this field.
2. **Start Year:** The start year indicates the Annual Report year in which the section will initially appear. For example, if you want the question to first appear in the 2010-2011 academic year, enter '2011' as the start year value. The start year value defaults to the current year.
3. **End Year (optional):** The end year indicates the Annual Report year after which the section will no longer display. For example, if you want the question to stop appearing after the 2011-2012 academic year, enter the value '2011' in this field. If you want a section to appear for the foreseeable future, add '99999' as the end year value. When a section is no longer displayed, the associated questions are not displayed.

Once you have completed the section fields to your satisfaction, click 'Save' to save your work.

If more than one section has been added for Departmental questions on a page, the sections may be ordered using the up and down arrows provided. Sections will appear to faculty in the same order in which they appear on this page.


Arts & Sci Info Services Department Questions

+ Add Section
+ Add Question

Order	Section/Question	Answer Specs	
	[Question] Sample Question 1 Sample Question 1	[TYPE] text [DEFAULT] Sample 1 Default Value [Validate] required [CSS] width:25%;	✎ update ✖ remove
	[Question] Sample Question 3 Sample Question 3	[TYPE] text [DEFAULT] Sample 2 Default Value [Validate] required [CSS] width:25%;	✎ update ✖ remove

- B. Add a Department Question:** To add a question, click the 'Add Question' button. When this button is clicked, the 'Add Department Question' dialog will display.

The Add Department Question form contains the following fields:

1. **Section:** If this question should be displayed as part of a previously defined section, select that section from the section selector.
2. **Question:** Enter the text of the question.
3. **Question Info:** This field is intended to contain explanatory or help text for a question. When the user hovers over the green information icon, text entered in this field will appear after the question as a tooltip (example below).
8. Please list all citations of your publications below: 

Example:

1. 'my-publication-citation-number-one'
2. "my-publication-citation-number-two"

4. **Answer type:** There are four possible answer types: text, text area, radio, and checkbox. Select the answer type that is best suited to your question.

Special fields for each answer type:

- a) **Text:** If the text answer type is selected, the 'Answer Field Width' field will display. This value determines the width of the question's input field as it appears to faculty.

Answer Field Width: %

- b) **Text area:** If the text area answer type is selected, both the 'Answer Field Width' and 'Height' fields will appear. The width value functions like that of the text field width. The value entered in the 'Height' field controls the height of the text area input field as it appears to faculty.

Answer Field Width: % Height: inch

- c) **Radio/Checkbox:** If the selected answer type is either checkbox or radio, answer options should be entered separated by a pipe ('|') character.

Answer Options:

(for checkbox and radio. Options are separated by |)

5. **Answer Default Value:** Enter the default response value that should appear for the question.
6. **Is Required?:** Check this box if the question should be required. Un-check this box if the question should be optional.
7. **Start Year:** Enter the year the question should first appear. For example, if you want the question to first appear in the 2010-2011, enter '2011' as the start year value. The start year value defaults to the current year.
8. **End Year:** If you want the question to stop appearing after a certain year, enter that year in this field. For example, if you want the question to stop appearing after the 2011-2012 academic year, enter the value '2011' in this field. The default value is '99999'.

When you are satisfied with your question you can add it to your **Department Questions** by clicking the **Save** button.

V. Position Request

A. Overview: use this section to add your unit's position requests.

B. Actions:


1. Add position request: click "Add Position Request" link:


TEST UNIT » Position Request

Select a Unit: [Dept]TEST UNIT ▼

 [Add Position Request](#)

Please use ▶ and ▼ to display collapsible items, specially for long forms.

▼ **Position Request #1** 

1. Request Priority # *
2. Requested Rank *
3. Justification of Associate or Full Professor Rank, if requested
4. Salary Amount *
5. Specialization *
6. Explain what this hire will do for the unit and the College *
7. Estimate dollars needed for startup *
8. Start-up Justification * 

 **Save & Continue**

After add all the requests, please click 'Save & Continue'.

2. Edit position request: click right-arrow to expand the request and update the fields as needed.

▶ **Position Request #1** 

3. Delete position request: click the minus icon to delete the position request.

VI. Instructional Budget Reallocation

This section allows units to describe the need for the reallocation of permanent instructional budget. After you describe your unit's IB reallocation need, click 'Save & Continue' button and mark your status to 'Complete'.

TEST UNIT IB Summary
[2015:](#) Not Started
[2014:](#) Completed
[2013:](#) Completed
[2012:](#) Not Started

TEST UNIT » IB Reallocation
Select a Unit:
IB Reallocation (optional): Please describe your need for the reallocation of permanent instructional budget. Keep in mind that the average total reallocation in each division is less than \$65,000.

[Save & Continue](#)

IB Reallocation Console
Go to a specific page:
[» IB Reallocation](#)
[» Status](#)
[» Summary](#)

VII. Diversity Survey

This section allows units to complete the diversity survey. It contains four question pages. After you complete the survey, click 'Save & Continue' button and mark your status to 'Complete'.

TEST UNIT Diversity Survey Summary
[2015:](#) In Progress

TEST UNIT » 2015/2016 Diversity Survey (1)

The University has five goals to increase the diversity of students, faculty and professional staff. The College is working on several priorities including: 1) making special efforts to work with departments to recruit post-doctoral fellows and faculty members from underrepresented groups, and 2) encouraging all units to publicize their commitment to diversity on their websites and in other materials for prospective undergraduate student majors, graduate students and faculty members.

Each year we are asked to provide a report on the accomplishments achieved to fulfill our diversity goals across the College and within individual academic units. Please help us provide accurate information about your unit by completing this survey. (Directors of units that do not have faculty should check "N/A" on questions that do not pertain to them, and provide any other information or comments that can be helpful for the College's diversity report.)

This year our report will be based on the activities that occurred during the 2015/2016 academic year. The survey questions correspond to each of the University's five diversity goals, and most questions include space for you to describe or discuss your activities if you wish.

Note: Questions that are new this year appear in bold.

Select a Unit:
A. Goal 1. Clearly define and publicize the University's commitment to diversity.
1. Which of the following do you use to define and publicize your unit's commitment to diversity? (check all that apply)
 Web site with dedicated diversity page and link to diversity page on front of your web site
 News stories/releases (specify number below)
 Online Statement of commitment to diversity (specify web address below)
 Published Statement of commitment to diversity (type your statement below)
 Other Statement of commitment to diversity (specify below)
 Other
2. Number of new stories/releases:

3. Link or content of statement of commitment to diversity:

Diversity Survey Console
Go to a specific page:
[» 2015/2016 Diversity Survey \(1\)](#)
[» 2015/2016 Diversity Survey \(2\)](#)
[» 2015/2016 Diversity Survey \(3\)](#)
[» 2015/2016 Diversity Survey \(4\)](#)
[» Diversity Survey Status](#)
[» Diversity Survey Summary](#)

VIII. Fund and Stewardship

A. Overview: This area of the system contains information about endowment and expendable gifts allocated to your department. It includes any gift funds for which the Arts and Sciences Foundation provides reporting to donors or other interested parties. The A&S Foundation uses the information provided in this section to write a descriptive letter to the donors. This is referred to as **stewardship**. Private gifts are becoming increasingly important for supporting the many needs of our faculty, students and programs. Stewardship of these gifts is a significant responsibility; your efforts in providing complete information help us fulfill our commitment to donors.

Each of the funds appearing in this section of the annual report was allocated to your unit.

Fund:	Adler -- The Richard & Christopher Edward Adler Fund					
Fund Type:	Student Aid-Merit					
PS Source:	C0178					
Fund Purpose:	The fund will provide merit scholarships to outstanding music or drama students at the University. After the donor's death, the fund will also provide for an artist-in-residence in either music or drama.					
Unit:	Arts and Sciences Deans Office [Adler]				view last year's response	
PS Program Code:	10000					
Comment to A&S Fdtn:	<input type="text"/>				<input type="button" value="Update"/>	
Fund Status:	complete ▼					
Recipients:	<input type="button" value="Add Recipient"/>					
	Name	Amount	Steward Comment	Recipient Response	Email Count	Action
	Gehrig Loughran (Mr.) 730053044 gehrigg@live.unc.edu Greensboro, NC Class of 2019 Major: Music	1,000	[TO RCPT]: Congratulations on receiving this funding! Please take a moment and follow the simple instructions below for providing information ...		0	<input type="button" value="proxy for recipient"/> <input type="button" value="update"/> <input type="button" value="remove"/>

Some general information is provided for each fund:

- **Fund Type:** This is a general description of the purpose of the fund.
- **PS Source:** This is the account identifier of the initial source of the expendable gift or endowment.
- **Fund Purpose:** This is a more detailed description of the purpose of the fund, but should not be used in place of the fund authority or gift agreement, which you should have in your department for this fund.
- **PS Program Code:** This is the account from which expenditures are withdrawn.
- **Fund Status:** The fund status is 'not edited,' 'in progress,' or 'complete.' When stewardship data has been completely entered, the fund should be updated to 'complete' status.

You may also view comments to the Foundation or to the recipient.

B. Actions

1. **Overview:** For each fund, you should complete one or more of the following actions.
 - a) **Add a recipient:** If you have allocated dollars from this fund to a particular faculty member or student, use this action. That faculty member or student is then asked a couple of general questions on the use of those dollars. You can add multiple recipients, if applicable. Individuals who cannot be found via the 'Add Recipient via Search' form (option #1, below) must be added as an activity. Include their name/contact information in the provided box and comment on how the department was benefited by gifting the fund to that individual. The "Send e-mail to recipient" box is checked "yes" as the default. It's important that the recipients receive this e-mail.

- b) **Proxy for Recipient:** Once a recipient has been added, you can proxy for that recipient, and complete their fund recipient response.
- c) **Add an activity:** If you have used dollars from this fund to support an activity in the department, you should use this action to describe that activity and state the dollars allocated to it. You can add multiple activities, if applicable.
- d) **Update Fund:** This action allows you to edit the fund status, and add a comment to the A&S Foundation.
- e) **Update Status:** Once you have completed the actions above, please change the status button provided for you to let us know that you have completed your “stewardship” of the fund. Unlike the staff workload, updating this status button to complete is not optional. We will use that indicator to know that you have completed your portion of the stewardship process. Toggling from ‘not edited’ to ‘in progress’ is optional.

Note: As you add recipients and activities, the details will appear below each fund and as recipients respond, you will see their responses on this page, as well. For printed reports refer to the Stewardship Summary and Detail Sections (VI.)

2. **Add Recipients:** Recipients can be added in one of two ways:


Option #1 – Add Recipient via Search.

Because the Annual Report is tied into a campus database, you can use this search to automatically fill in information about the recipient below. Type in a **full or partial name**, and then click the **magnifying glass icon**. Then click **Add**.


Add Recipient

Fund: Mellon--Mellon Distinguished Professorship of Medieval and Early Modern Studies
Department: Arts & Sciences Dean's Office

Find Person

Search Keyword: 

(full or partial name. e.g. 'john doe', 'j doe' or 'doe')

Search Result: 

If more than one search result is found, the results will appear in the Search Result combo box. Selecting the intended fund recipient from this list will pre-populate the fields on the form below. If no results are found, the recipient may be added manually.


Option #2 – Add Recipient Manually

An alternative to using the Search option is entering in the data manually. Note that fields marked with an asterisk are mandatory.

Add Recipient

Fund: Abbey--The Abbey Fellows Program In The College Of Arts And Sciences
Department: Undergraduate Education

Find Person

*Search Keyword: 
(full or partial name, e.g. 'john doe', 'j doe' or 'doe')

*Last Name: <input type="text"/>	Is Student? <input type="checkbox"/>
*First Name: <input type="text"/>	Hometown: <input type="text"/>
*Onyen: <input type="text"/>	Class Year: Please select ... ▾
*PID: <input type="text"/>	Major: <input type="text"/>
Preferred Salutation: Please select ... ▾	2nd Major: <input type="text"/>
*Email: <input type="text"/>	Minor: <input type="text"/>
Phone: <input type="text"/>	
*Award Amount: <input type="text"/>	

Comment to A&S Fdn:

Comment to Recipient:
(This comment will be included in the email to the recipient)

Fund Alternative Name:
(Used in emails. Leave blank if the fund alias is the same as the fund name.)

Send Email to Recipient upon saving? Yes (0 email(s) sent) [FACULTY SECTION: open; FUND SECTION: open]


A system email will be sent to the recipient after you click the 'Save' button. [View email content.](#)

Two comment fields are available. Information entered into the **Comment to A&S Foundation** field is retained within the system and not disclosed to the recipient. Information entered into the **Comment to Recipient** is retained within the system and is available to the recipient.

Note: The final line asks if you wish to 'Send Email to Recipient upon saving?' The default is 'Yes.' Selecting 'Yes' causes an email to be automatically sent the recipient. To view the email content, hover over the link named 'email content.' Any information entered in the 'Comment to Recipient' field is appended to this email.

When recipients log in to the Annual Report system, they are asked to answer two brief questions. If you wish, you can save your changes now, and send the email at a later date. **It's very important that recipients receive this e-mail.**

Once complete, click 'Save.' The Recipient will now appear beneath the fund.

3. Proxy for Recipient: Once you have added one or more recipients to the fund, the 'proxy for recipient' link will display for the recipient(s).  [proxy for recipient](#)

Clicking the 'proxy for recipient' link will cause the 'View or Edit Fund Recipient Response' dialog will open (shown below).

View or Edit Fund Recipient Response ✕

Recipient: John Doe

Fund: Fund Example

Tell us something about your area of academic interest. If you're a faculty member, what activities are you pursuing (teaching new courses, new publications, research focus). If you're a student, please share highlights of your activities during the past year (academic honors, leadership and participation in campus clubs, career aspirations, for example). 250 words or less

What do you think the donor would be interested to know about you that was not answered in the question above? 250 words or less

[Save](#)

To complete the fund recipient response for the selected recipient, reply to the questions and click 'Save.'

- 4. Add Activity:** Typically, funds are allocated to recipients in order to pay for activities. To add an activity, click the 'Add Activity' link for a fund, and the add activity form will display.

Edit Activity
✕

- Awarded Amount:
- How did your department benefit from this fund?
- Is there anything else you think the donor would be interested in knowing about your department?

✔ Save
✖ Cancel

In this form, you will type (1) the Awarded Amount and (2) How the department benefited from funding. You are encouraged also to include any additional information that the donor might be interested in. After entering the information, click **Save**.

5. Update Fund:

Fund:	Adams -- Maynard Adams Endowment
Fund Type:	Other
PS Source:	C0571
Fund Purpose:	To provide support for an ongoing symposium that will honor the intellectual legacy of Prof Maynard Adams by advancing the public discussion and student awareness of issues in philosophy and the humanities that were central to Maynard Adams' own work and
Unit:	Humanities and Human Values [Adams] view last year's response
PS Program Code:	10000
Comment to A&S Fdn:	<input style="width: 90%; height: 30px;" type="text"/> Update
Fund Status:	not edited ▼

Enter the desired comment to the A&S Foundation. Update the fund status to 'Completed,' if all Stewardship-related updates have been made. To save the changes, click 'Update.'

Note: Generally, a comment to the A&S Foundation should only be used if the funds have not been spent or if there is something else unique that you need to describe to the Foundation that does not fit into one of the other fund-related fields. It also should NOT be used to ask the Foundation to make any corrections to the data in this report; if there are errors or corrections to be made, they should be addressed outside of the annual report system. It should also NOT be used to describe the uses of the fund (that should be done through activities or recipients).

C. Fund Report

The **Stewardship Summary** section lists only the contact person (but no activities or comments). Note that fund names are in purple headers followed by type, account information, purpose, and departments.

The **Stewardship Detail** section is designed to provide a detailed description of all of the funds awarded to your department. Note that fund names are in purple headers, and both recipients and activities are displayed in light grey headers. The reports can be generated in either .pdf or .xls formats.

Fund reports can be generated in either .pdf or .xls formats. Click the appropriate icon to




generate the selected report in the desired format.

IX. SAD Review

SAD can use SAD Review Page to review chair reports.

SAD Review

This page lists the units which have started their reports. The links to unit summary, chair's own faculty report and attachments are provided. You can use + and x to add or remove chairs from this page. Use  to approve a unit. Please note you can only approve a unit whose status is completed.




Filters

• Division & Department:


[ALL] Deans Office Fine Arts & Humanities Global Programs Natural Sciences & Mathematics Social Sciences	[ALL] [Dept]Aerospace Studies [Dept]African Afri-Amer and Diaspora [Dept]American Studies [Dept]Anthropology [Dept]Applied Physical Sciences [Crim]Archaeology [Dept]Art [Dept]Asian Studies
---	--

(hold 'Shift' key to select multiple entries)

Apply

Department	Chair	Chair Review Fac Rpts	SAD Review
[Dept] Aerospace Studies [In Progress]	Cates, Kenneth [Not Logged In]	+ x	
[Dept] Anthropology [In Progress]	Colloredo-mansfeld, Rudolf [Not Logged In]	+ x	
[Dept] Applied Physical Sciences [In Progress]	Samulski, Edward [Not Logged In]	+ x	
[Dept] Mathematics [In Progress]	Melhuslin, Richard [Not Logged In]	+ x	

Once the chair has submitted the report, SAD has the opportunity to approve the chair's submission by clicking the editing icon:

SAD Review 

I have reviewed and approved *TEST UNIT* report submission for *May 1, 2014 to April 30, 2015*.

Comments:

Submit

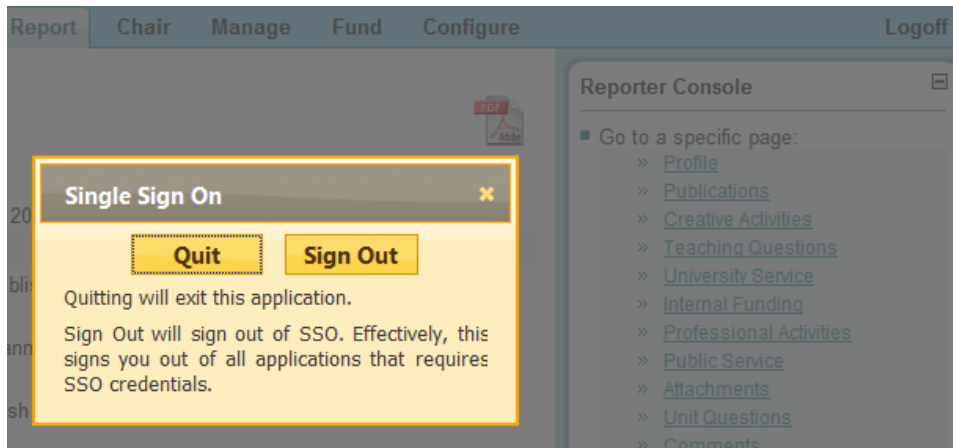
X. Logging Off

A logoff link is provided on the upper right hand corner of all pages. You may at any time logoff

from the system by choosing this button. Note that the system will automatically log you off after 30 minutes of inactivity.



Clicking the 'Logoff' link will present you with a choice of "Quitting" or "Signing Out":



The distinction is explained in the box. The bottom line is that if you plan on doing some more work on the annual report system, choose "Quit" instead of "Sign Out".

For Additional Help:

- For technical questions, please send an email to help-appsdev@unc.edu with detailed information.
- For questions regarding the Arts and Sciences Foundation, contact: Meredith Tunney (962-8216) or Joanna Cardwell (962-8342)