**How to Produce an Annual Activity Report / FIR in Works**

**Annual Review Guideline**

The URL for the works is <http://works.umn.edu/>

* Make sure all relevant information is entered into the Works system, under “General Information”, “Teaching/Advising”, “Scholarship/Research/Creative Activities”, and “Service.” Some of the fields, particularly for grants, will probably need correcting and/or updating, so please do that in Works first.
* In the left hand menu, click on “Run Reports.”
* You will get a long list of reports. You should select “Annual Activity Report - Standard” from the list. **Please DO NOT use the “Faculty Information Record (FIR), SCSE” report as it does not output all of the information we need.**
* Select the date range as Start Date: Jan 12 2017 and End Date: Jan 10 2018.
* Do not change anything in Section 2.
* In Section 3, Select file format “Microsoft Word (.doc)” from the drop down menu and make sure that the page size is set to “Letter.”
* Click on the “Run Report” button in the top right corner. This will download a Word file of your annual report.
* You may notice that some things are missing from the annual report or require editing, such as your contribution toward a grant proposal and the dollar amount. Please edit the Word file accordingly, so that this and all other relevant information is included.
* When you are satisfied with the Word document as an accurate representation of your Faculty Information Record (FIR), convert the Word document to a PDF. The file name should be in the format “JaneDoeFIR2017” for consistency.
* Supplemental documentation (prior reviews or all prior Form 25 documents for probationary faculty, teaching evaluations, letters of commendation, awards, etc.) should be scanned/converted to PDFs and then added to the end of this FIR so that your entire annual record is ultimately a single PDF. Appendix 1.7 should continue to be completed by the departmental Administrative Assistant and added to the PDF.
* When completed, you should email your FIR to your Department Head and cc Nancy Kienzle in the Dean’s Office.
* The department will set up a Google share drive and post your FIR there. Departmental procedures will then be followed to review your record. For probationary faculty the department will invite appropriate faculty to review your record prior to their collective review of probationary faculty with the Department Head.
* The Department Head will generate a final departmental electronic review form that will then be forwarded to the Dean for review. For probationary faculty, the Department Head will consolidate feedback from the department faculty and generate a final paper Form 25 that will then be forwarded to the dean for review.