


**CREATE YOUR ACTIVITY REPORT WITHIN THE 2023 ANNUAL REVIEW ASSESSMENT.**

The 2023 annual review assessment is located in the MY ACTIONS box on your Elements homepage.


- Click **Start your 2023 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 (4)




**Start your 2023 Annual Review** ←

Your "2023 Annual Review" exercise is ready for you to start. Please review the form and start your submission. **Start »**



**Reviews to complete**

You have 57 reviews to complete for the "2023 Application to Take Sabbatical in AY 24/25 (Departmentalized Submission)" survey. **View »**




**Reviews to complete**

You have 7 reviews to complete for the "2023 Application to Take Sabbatical in AY 24/25 (Non-Departmentalized Submission)" survey. **View »**

Homepage


MY ACTIONS (1 of 4)



## Start your 2023 Annual Review

Your "2023 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.

**2023 Annual Review**

< EXIT EXERCISE

 **Introduction**

Introduction

< PREVIOUS

NEXT >

Overview

A. Faculty Annual Review Exemption

B. Attachments

C. Faculty Self-Evaluation

D. Administrative Assignments

**2023 FACULTY ANNUAL REVIEW**


Welcome to the 2023 faculty annual review assessment. The annual review assessment consists of two parts; an activity report completed by the faculty member and a review of those activities by the unit leader/secondary unit leader/review committee and the dean.


**FACULTY ACTIVITY REPORT**

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 2023 activities for each of the following categories: **Teaching Activities, Scholarly & Creative Works, External Funding, and Service & Leadership**. Finally, after all 2023 activities have been entered, the faculty member should move the activity report to their unit leader or dean for review by 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 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.

- A. Faculty Annual Review Exemption
- B. Attachments**
- C. Faculty Self Evaluation
- D. Administrative Assignments
- E. Teaching & Mentoring
- F. Scholarly & Creative Works
- G. Grants & Contracts
- H. Service & Leadership
- M. Faculty Meeting & Response


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




### Faculty Annual Review Exemption

< PREVIOUS
NEXT >



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



No information fields have been added for this section. Add...

< PREVIOUS
NEXT >

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

### 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?

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 button.

**B. Attachments**

< 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**

- 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


- Choose the **Type** from the dropdown menu and add an optional description.

Math 1021 Syllabus.docx 

Type  
Choose one  


Description

- Click the **SAVE** button.


Math 1021 Syllabus.docx 


Type  
Syllabus






Description

CANCEL SAVE 

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

 **Attachments** 1

1 attachment 

 **Math 1021 Syllabus.docx**    

Uploaded on 05 Feb 2023 11:24 | 12 kB

Type  
Syllabus

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

**Math 1021 Syllabus.docx**

Uploaded on 05 Feb 2023 11:24 | 12 kB

Type

Syllabus

PREVIOUS



NEXT >

- All faculty must complete a self-evaluation. Complete the **Faculty Self-Evaluation** section by clicking the button.

### C. Faculty Self-Evaluation

PREVIOUS

NEXT >

Faculty should provide a written self-evaluation for the following:

- Teaching Activities
- Research/Creative Activities

[see more](#)

#### Self Evaluation



- Provide a self-evaluation for teaching, research, and service, as well as an overall assessment and click **Save and exit**.

Self Evaluation

[Cancel](#)
**Save**
**Save and exit**



Essential Information

Teaching self-evaluation	<input style="width: 90%; height: 30px;" type="text"/>
Research/creative activities self-evaluation	<input style="width: 90%; height: 30px;" type="text"/>
Service/professional activities self-evaluation	<input style="width: 90%; height: 30px;" type="text"/>
Overall assessment of job-related activities	<input style="width: 90%; height: 30px;" type="text"/>

- 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

- Teaching self-evaluation  
Test
- Research/creative activities self-evaluation  
Test
- Service/professional activities self-evaluation  
Test
- Overall assessment of job-related activities  
Test

✎ 🗑️

- Click **NEXT** to fill out section **D. Administrative Assignments** if you had any administrative assignments in 2023.

**Self-Evaluation**

4 self evaluation fields

- Teaching self-evaluation  
Test
- Research/creative activities self-evaluation  
Test
- Service/professional activities self-evaluation  
Test
- Overall assessment of job-related activities  
Test

✎ 🗑️

PREVIOUS ➔ NEXT >

- Click the **+** button on the **D. Administrative Assignments** section.

**D. Administrative Assignments**

< PREVIOUS NEXT >

For those faculty with 2023 administrative assignments, provide the following information:  
1. Start Date  
2. End Date... ...see more

**Administrative Assignments**  
0 items

This list has no items Add...

➔

- Complete the essential information fields and click the **Save and exit** button.

Administrative Assignments
Cancel
Save
Save and exit

Essential Information

Position/role	<input type="text" value="Associate Dean"/>
Start date	<input style="background-color: #e0f0e0; border: 1px solid #c0e0c0;" type="text" value="03 Jan 2022"/>
End date	<input style="width: 80%;" type="text"/>
Number of hours spent per year	<input type="text" value="40 hours a week"/>
Responsibilities/description	<input style="width: 95%; height: 30px;" type="text" value="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

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.*


**E. Teaching & Mentoring**

F. Scholarly & Creative Works

G. Grants & Contracts

H. Service & Leadership

- Click the  button to add teaching & mentoring activities in the **E. Teaching & Mentoring** section.

 **E. Teaching & Mentoring**

PREVIOUS

NEXT

Select your 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.



**Teaching Activities**

0 items



- The list of your available teaching activities will appear, sorted by the **reporting date (newest first)**. Add activities initiated or completed in 2023 by clicking the **ADD** button for each activity.

**Select items for Teaching Activities**

0 items sele

< BACK TO LIST

view: 10 per page

**ADD ALL**

showing 1 - 10 out of 205


prev **1** 2 ... 21 next

sort by: Reporting date (newest first)

Eligible items only

**+ ADD NEW TEACHING & MENTORING**

**THESIS RESEARCH**




**COURSES TAUGHT**

Course code: MC 8000

Enrollment: 2


Reporting Dates: 22 Aug 2022 - 03 Dec 2022



**ADD**

SUMMARY

**PROSEM MASS COM PUB AFF Evaluation**



**COURSE EVALUATION**

**Filters**


Selected status: Any

Title:  

Type:  Courses Taught

- Once you click **ADD** all your 2023 activities, return to the main assessment page by clicking **BACK TO LIST** in the top left corner of your screen.

**Select items for Teaching & Mentoring Activities**

< BACK TO LIST 

1 item selected (0 or more required)

view: 10 per page

showing 1 - 10 out of 195

prev **1** 2 ...20 next

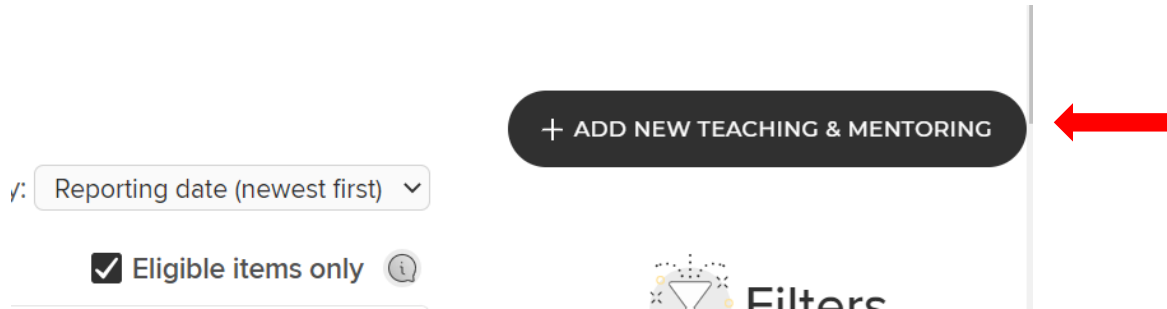
sort by: Reporting date (newest first)

**+ ADD NEW TEACHING & MENTORING**

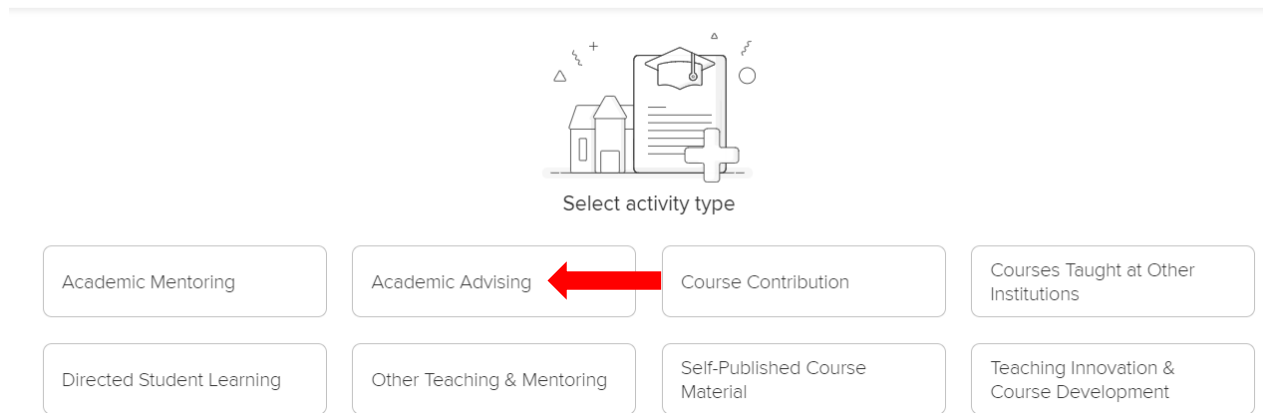
**Filters**



- 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.



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

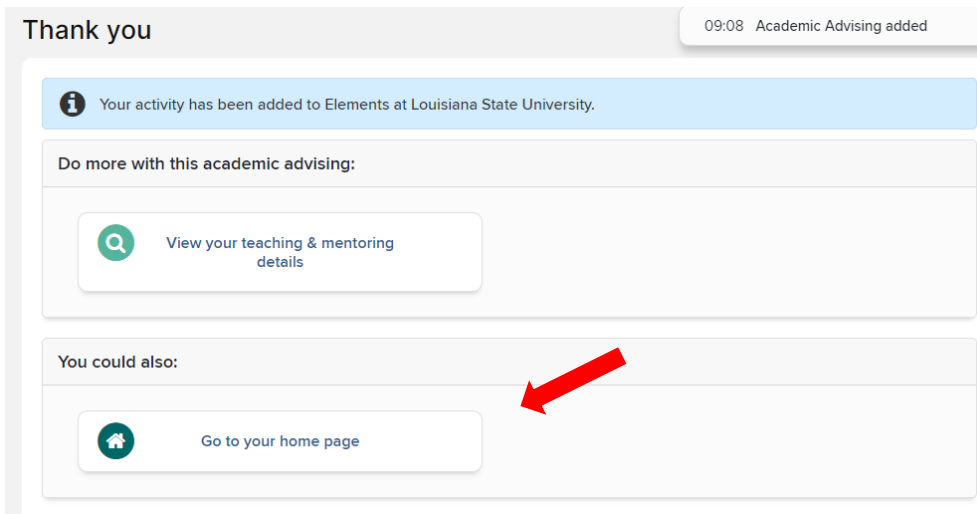


- Fill in the essential information for the activity and click the **SAVE** button.

**Essential Information**

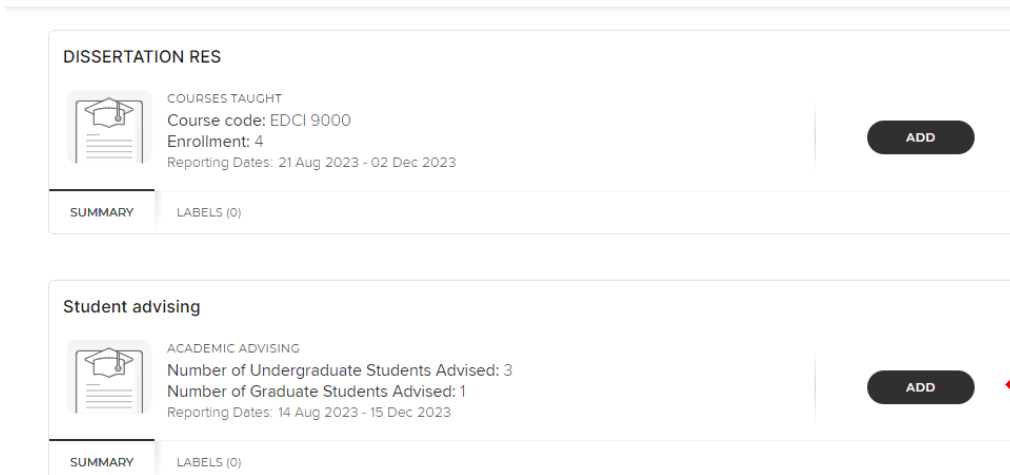
<b>Start Date</b>	14 Aug 2023 ✓ 📅 ✕
<b>End Date</b>	15 Dec 2023 ✓ 📅 ✕
<b>Number of Undergraduate Students Advised</b>	3 ✓
<b>Number of Graduate Students Advised</b>	1 ✓
<b>Description of Advising Activities</b>	Advised on course scheduling. Ω

- Return to the assessment by clicking the **Go to your home page** button and then **Continue your 2023 Annual Review**.

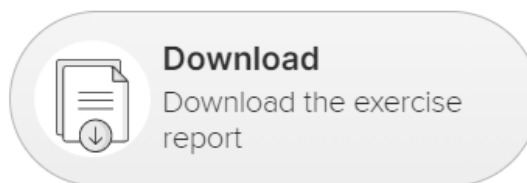


- You will need to add the manually created activity to the 2023 annual review assessment by going back to your teaching & mentoring activities and clicking the **ADD** button.

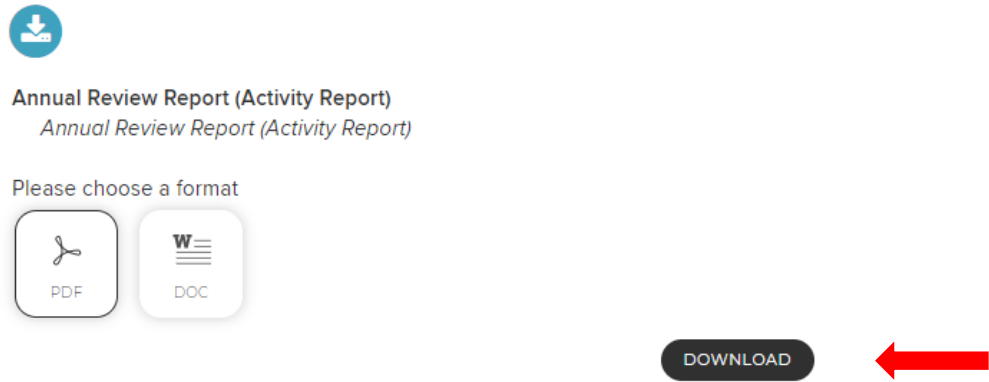
**Select items for Teaching & Mentoring Activities**



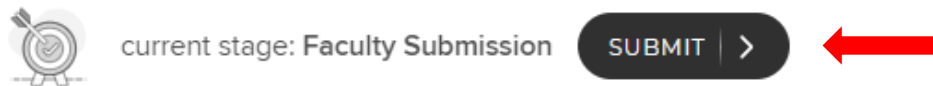
- Repeat these steps to add activities in the **F. Scholarly & Creative Works**, **G. Grants & Contracts**, and **H. Service & Leadership** sections.
- Once you have completed sections A-H, you have completed the annual activity portion of the assessment. Before submitting your annual activity report 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.



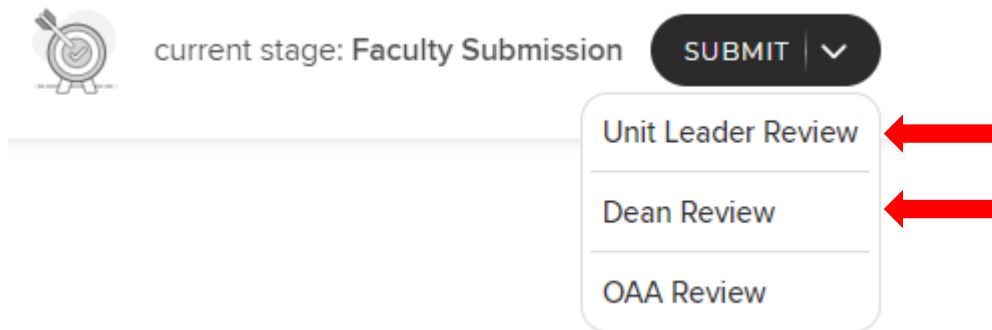
- Select a format for the report, PDF or Word document and click **DOWNLOAD**.



- The report titled “**Annual Review Report (Activity 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.



- 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**.



- 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 the following box to proceed:

By submitting my documents, I denote that I have brought the contents of my file up-to-date and hereby submit my annual activity report to my unit leader for review (Per PS-36). I also hereby acknowledge that my activities will be used for LSU reporting purposes.



Please consider addressing the following issues:

 **A. Faculty Annual Review Exemption**

 Section has no information

CANCEL

CONFIRM



- 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.



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.