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.*

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

- 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? [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 ⊕ 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 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**.

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

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

- 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.

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

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

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

- 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.

- 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.*

- 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

showing 1 - 10 out of 205

view: [10 ▾] per page   prev **1** 2 ... 21 next   sort by: [Reporting date (newest first) ▾]

ADD ALL   ☑ Eligible items only ⓘ

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

+ ADD NEW TEACHING & MENTORING

Filters

Selected status
[Any]

Title
[   ]

Type   cl
☐ 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)   + ADD NEW TEACHING & MENTORING

showing 1 - 10 out of 195

[10 ▾] per page   prev **1** 2 ...20 next   sort by: [Reporting date (newest first) ▾]   Filters

LSU Elements

- 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.
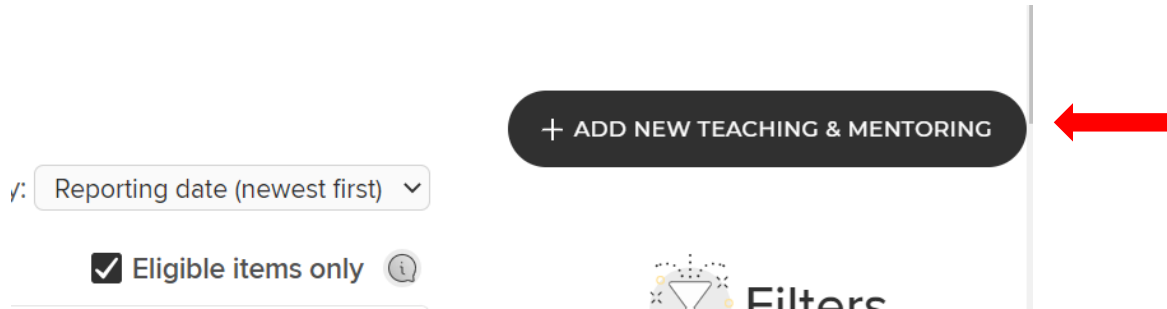
- Select the activity type. For this example, we'll add an academic advising activity.
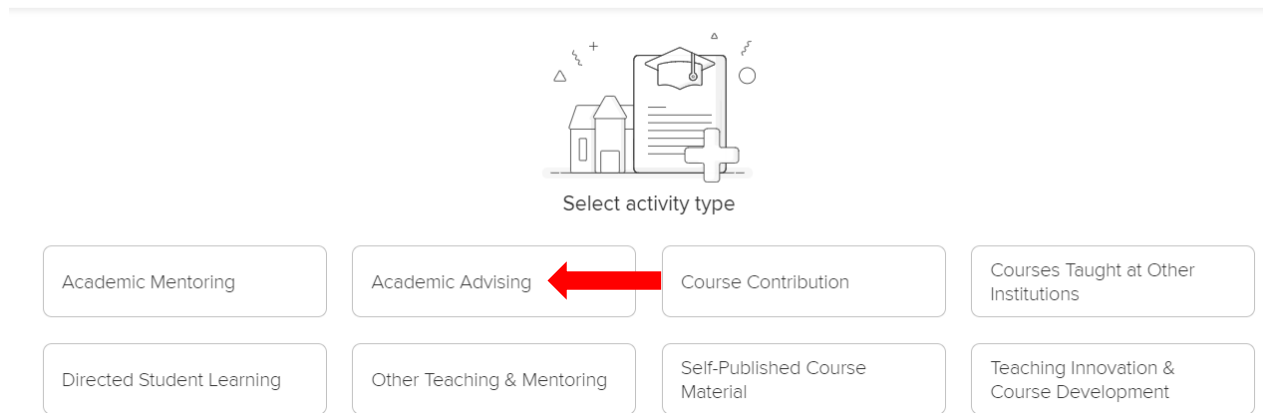
- Fill in the essential information for the activity and click the **SAVE** button.

- Return to the assessment by clicking the **Go to your home page** button and then **Continue your 2023 Annual Review.**
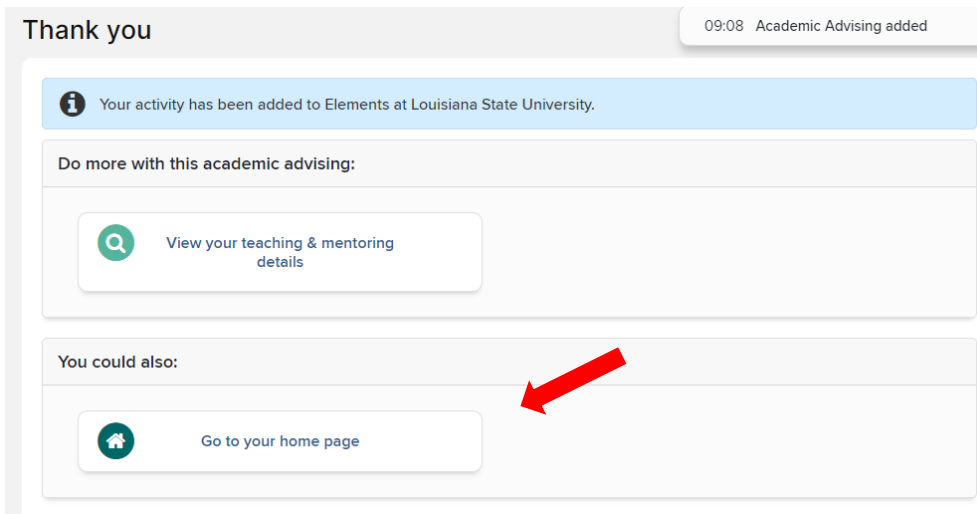
- You will need to add the manually created activity to the 2023 annual review assessment by going back to your teaching & mentoring activities and clicking the **ADD** button.

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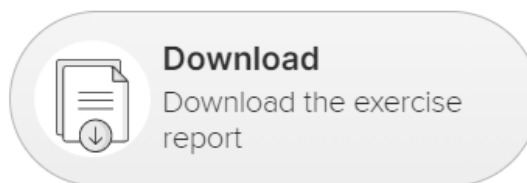
- Select a format for the report, PDF or Word document and click **DOWNLOAD**.

Annual Review Report (Activity Report)
Annual Review Report (Activity Report)

Please choose a format

PDF   DOC
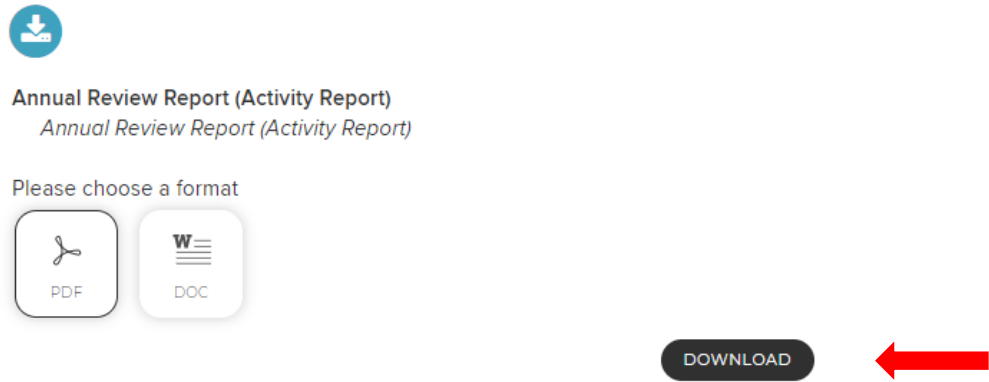
DOWNLOAD

- 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.

current stage: Faculty Submission   SUBMIT >
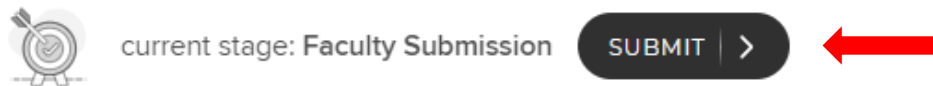
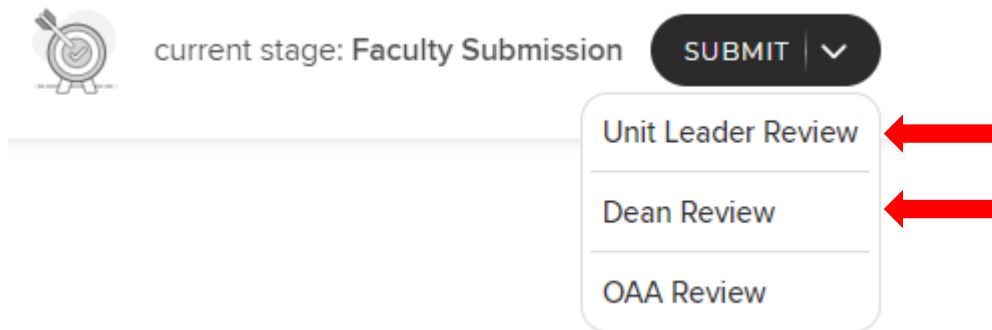- If you report directly to a unit leader or department chair, select **Unit Leader Review**. If you report directly to a dean or VP, select **Dean Review**.

current stage: Faculty Submission   SUBMIT ⌄

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 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.