



Faculty Annual Report Workshop

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Goals for the Workshop

Today we would like to provide you with advice related to:

1. Requirements of the Faculty Annual Report, as outlined in the Collective Agreement
2. Best practices about what to include in your annual report
3. Items that needn't be included in your annual report

NOTE: Contact the ADC for specific issues relating to technical problems with the F-18o report system (sandbox@mtroyal.ca)



Brief History of the Annual Report

Prior to 2010, no annual reporting was required of faculty

The Faculty Annual Report was part of a negotiated settlement in 2010

There have been three annual reporting systems since 2010

In 2019, the Association and MRU agreed to use the F-180 reporting software with the agreement that this system will remain in place for 5 years (until 2025)

Who Completes a Report?

- all tenured, tenurable, conditional tenurable & limited term faculty
- senior lecturers
- lab instructors

Contract instructors do not complete an annual report (nor do fixed term)

If you were just hired in 2024, you don't complete a report until September of 2025. You should though start your scholarship plan right away and enter items throughout the year as it is easy to forget/miss activities.

Annual reports are completed in addition to tenure and other dossiers. Once completed, you create a pdf of your annual report and upload it to your D2L tenure dossier.

Where do I fill out the report?

- F-180 (owned by Interfolio) is the annual report system. This is software created by an external company that MRU pays to utilize
- There are often glitches!
- To locate the system, do the following:
 - Log into MyMRU (www.mymru.ca)
 - Click on the “Faculty” tab
 - On the left, look for “Faculty Development and Reporting” and then click on “Faculty Annual Reporting System (F-180-active system”

Once You are in the F-180 System

- Make sure you are clicking on the proper reporting year (it is always the ACADEMIC year prior)
- You are free to enter information throughout the year
- You can log in and out as you wish
- There are sections for various activities
- Some things like your SPoTs (teaching evaluations) are uploaded automatically by the system
- [F-180](#)



Annual Faculty Report Requirements

Article 12.1

Recognition and review of Employees' work is both a formative and summative process and a Faculty Annual Report will constitute an important part of this process. The Faculty Annual Report shall be submitted to the Dean each year with a copy to the Chair by the **first Tuesday in September**.

DUE–September 3 this year

Article 12.1.1

The Faculty Annual Report shall describe activities and achievements related to **teaching and service for those in the Teaching-Service work pattern, or teaching, scholarship and service for those in the Teaching-Scholarship-Service work pattern.**

For **Employees in the Library, the ADC, and Counselling**, the Faculty Annual Report shall also provide the opportunity to describe other activities and achievements related to their roles.

For **Chairs, Associate Deans, and Academic Directors**, the Faculty Annual Report shall also provide the opportunity to describe activities, achievements, and plans related to their administrative roles.

Permanent and limited-term laboratory instructors please see Articles 6.6 and 6.8 for additional information.



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Annual Faculty Report Requirements Continued

According to the Collective Agreement, there are three parts to your annual report

- 1. Information you input into F-18o**
- 2 . A current updated CV--you can use the system CV or upload your own (preferred by the Deans)**
- 3. A scholarship plan for those on the Teaching/Scholarship/Service—there is a section for this in F-18o**



What counts as an activity?

Appendix B in the Collective Agreement lists possible activities to include

General information, work and activities shall be recorded in four main areas: Profile, Teaching, Scholarship, Service

See the *Addendum on Teaching, Scholarship, and Service* in the Collective Agreement for more detail

Note: The Addendum provides illustrative examples, not a comprehensive listing

Time Period Covered by the Annual Report

Include ONLY activities from the **previous year**. For this report, July 1 2023 to June 30, 2024

Tip: Ensure all old and outdated activities are deleted—view your report before you submit it



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Best Practices for Completing F-180 Teaching

What to include in Teaching

- Select the required number of SPoTs you wish to include in the annual report (be sure to include the minimum under the CA requirements)
- **Use the comment box to discuss the results and provide context for the results.**
Eg. Is this a new course the first time delivering revised material, other context, etc.

Do not include materials from your course—no need to include course outlines, sample assignments, etc.



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Best Practices for Completing F-180 Scholarship

What to include under Scholarship

- Report only scholarship activities undertaken in the reporting period
 - Conferences attended
 - Grants applied for and/or awarded
 - Publications that appeared this year only
 - Be sure your role is clear—for instance, did you present at or attend a conference
 - Check your entries to ensure that the status is correct—for instance change “submitted” to “in press”
 - **use the text boxes to describe how your research plan is unfolding, changing, etc.**

TIP: YOU DO NOT NEED TO INCLUDE PDF versions of your publications

Scholarship Plan Template

In addition to the section where you describe your scholarship activities, there is a template for your scholarship plan.

It covers a 3-year period.

While plans may change, you **should not write a new report** until the end of your 3rd year, for submission in what would be your 4th year.

Instead, use the text boxes to provide context for how your plan is going, changed, etc.

Best Practices for Completing F-18o Service

What to include under Service

- be sure that *your* role is clear

Tip: it is often helpful to provide some written context of the scope of the work in the text boxes

Tip: Include service that is **relevant to your role at MRU** (eg. serving on your condo board is not included)

Other Helpful Information

- do not include information more than once—your Dean reads the whole report so it will be captured
- start early, especially if you are not familiar with the F-18o system
- avoid adding lots of attachments—copies of articles, posters, etc.
- **This is NOT your tenure dossier**—that is in D2L (though you do upload a copy of your annual report to your dossier in D2L)

Sabbaticals

Sabbatical Reports and the Faculty Annual Reports

- Faculty on Sabbaticals **are still required** to complete the Faculty Annual Report.
- Check your profile, add any service work, and add any publications

Your annual report is completed in addition to the sabbatical report



Technical Issues

Technical Issues with F-180 and/or Unable to Complete or Submit Your Report

Article 12.1.6 Should an Employee be unable to complete or submit the Faculty Annual Report by the first Tuesday in September as a result of a malfunction in the Faculty Reporting System, the Employee shall submit to the Dean, with a copy to the Chair, a paper version of the Faculty Annual Report containing the required information no later than the second Tuesday in September.

Send an email to the Dean and Chair alerting them to the problem and provide a date when you expect to submit the report

Please note that this is very rare. You should go to the ADC or contact sandbox@mtroyal.ca before you assume the problem is not fixable

Further Resources

If you have any questions or concerns about completing your annual report, please see the information available at:
<https://courses.mtroyal.ca/faculty180/> or contact the ADC at 403-440-7002 or via email

annualreports@mtroyal.ca



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Timelines for Dean Comments

Reports are due Tuesday, September 3 at 5 PM. The system will be locked after this time

Article 12.3.1

The Dean shall review the Faculty Annual Report and **shall respond in writing by 15 October**. The system does not tell you when your report has been approved and there have been some issues with comments/approvals.

If any **revisions** are required, the Employee shall revise and resubmit the Faculty Annual Report to the Dean **by 31 October**. If so, the system will be reopened for you to make the changes.

The Dean shall respond to the revisions of the Faculty Annual Report no later than **15 November** on which date it will be closed to further revisions.

Performance Review

Article 12.3. 3

The Dean may request a meeting with a Tenured Employee, hereafter referred to as the Employee, and the Chair, if their performance is deemed not satisfactory.

We will not discuss the Performance Plan requirements today but refer to Articles 12.3.3.1 onwards for the process and related dates

QUESTIONS?

