The Clemson University Faculty Activity System (FAS) makes it possible for faculty to systematically report all teaching, research, and service activities for the purpose of record-keeping, evaluation, and personal workload management. FAS also provides administrators with workload information that can be used to make decisions, monitor changes, assess outcomes, and set goals for departments, colleges, and the University.

FAS was developed using input from faculty members. Most computer and software configurations in use at Clemson University should be able to access the system on the Web using current versions of Netscape or Internet Explorer.

Please take a few minutes to read this booklet as you begin to use FAS. The directions and illustrations provided on the following pages should help you navigate through the system and begin to understand the types of information requested. If you experience technical problems, please consult Appendix B for more information.

AN OVERVIEW

FAS was designed to report faculty workload on an annual basis. Effort distribution across 11 activity areas is reported on an annual basis. Work is reported in a selection of predefined electronic forms, Activity Report Pages, designed to include every aspect of faculty activity. All information is saved to a database for use in subsequent reports. Activity Report Pages can be copied from one year to the next for continuing activities.

Annual evaluations will be based on a FAS Report available at the end of each academic year. Comments and ratings by Chairs are confidential and must be prepared in a written document. This information will not be a part of the FAS data. As each year is closed, information in FAS will be archived but will remain accessible on-line in a read-only version. After FAS has been in place for a number of years, it will provide a significant portion of the information required for tenure, promotion, and post-tenure reviews.

In addition to reporting information about faculty work, FAS is designed to provide summaries of workload in predefined Activity Areas for different academic units of the University. For this to be possible, a measure of the relative emphasis that each faculty member places on various areas of work is required. The distribution of faculty workload across 11 broad Activity Areas is measured as a percentage distribution of their effort. Each semester should total to 100%.
For each applicable Activity Area, you will record **Goals** early in the academic year along with the planned effort distribution for each semester in the year. Goals will be approved by your Department Chair and should provide a basis for subsequent evaluation at the end of the year. Comments may be recorded near the end of the year to summarize or emphasize important accomplishments in the **End-of-Year Summary**. Also record the actual effort distribution to compare to your planned effort distribution. FAS **Reports** are generated with your goals and end-of-year comments for each Activity Area as well as information for each of your activities/accomplishments as summarized from Activity Report Pages. Chairs may review this information from the FAS Administration System, which produces a report identical to the one available in each faculty member’s FAS.

Generally, the information recorded in FAS will not be directly available to the University community. Detailed reports of all FAS activities will be available for the Department Chairs, College Deans, Provost, and President. Release of other summary information to other audiences will require approval by the Provost.

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1. **Percent Effort Page** summarizes effort distribution and allows update of values.
2. **Data Entry Page** gives access to goals, end-of-year summary, and activity report pages.
3. **Activity Report Page** allows update of information for activities and collaborations.
4. **FAS Report** provides information to faculty member, chair, and dean.

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![Figure 1. Four Parts of FAS](image)

Even if you feel more comfortable learning a new application by exploring, you may find the step-by-step instructions presented here helpful. Please be sure that the total distribution effort for each semester is 100%. You may find the Percent Effort page helpful in this respect because it calculates totals as you make entries directly in the table. This guide provides a list of forms available for entry of your activities. When you are ready, the Web address (URL) is listed under the topic “Let’s Get Started” (see below). If you find that you need more detailed guidance for entering goals, describing activities, entering your year-end summary comments, or printing reports, follow the procedures described in subsequent sections.
NOTES ON PERCENT EFFORT DISTRIBUTION

Individual workload is reported as percent effort. Generally, a total of 25% effort is devoted to professional development, normal student advising responsibilities, and university or community service. A total of 75% effort is associated with a combination of teaching, research, and public-service outreach, as defined by our land-grant mission. Activities reported in other activity areas can, however, substitute for a portion of 75%. Please report research in the Research and Scholarship Activity. See examples of allocation in Appendix A.

If a department chair, in consultation with a faculty member, decides that concentrated activity in an area (such as advising, or a special committee assignment critical to the department or university) would normally provide full or partial “release” from a course assignment, research expectation or regular duties, then the appropriate percent effort can be assigned to this activity. Explanation for these “release” efforts are made in the free-text boxes associated with the Goals and End-of-Year Summaries for each Activity Area (see below for an explanation of Activity Areas). Percent effort assigned to such “release” activities should be approved by the Department Chair. Distribution of effort among the 75% may be different for each faculty member—some teaching more while others are involved in more administrative or research and scholarship activities.

It is important to understand that FAS is designed to report how your major EFFORTS are distributed in each semester during the year, while also providing information on minor activities. Percent effort is assigned to represent relative EMPHASIS placed on major areas of activity, NOT time spent in every activity. Consider a “pie”—if you spend 50% of your effort on course work, you should assign 50% of “the pie” to that activity area. If you devote one-quarter of your effort to sponsored research activities, then report this activity as 25%. It is also possible to assign zero percent effort to an activity area that is not a major emphasis; you may report several minor activities in that area (NOT ALL ACTIVITIES MUST OR NEED TO BE ASSIGNED EFFORT) and during annual evaluation, these activities still will be considered by your Department Chair. There is usually enough resolution to designate some portion to each area with activity, however you may still choose to record a zero for some areas with minor activities you wish to report.
WHAT ARE ACTIVITY AREAS?

FAS information about faculty activities is summarized by Activity Areas. There are 11 Activity Areas listed below in bold. Percent effort may be assigned to 10 of the Activity Areas. The Activity Area, Honors and Awards, does not accumulate any measure of effort. The Activity Area, Librarianship, should be used only by the Library faculty. Associated with each Activity Area are several Activity Report Pages (reporting forms, preceded by bullets below) designed to make data entry fast and simple (see Figure 1, page 2).

NOTE: Distribution of effort for Goals and End-of-Year Summaries are only associated with Activity Areas and NOT with individual activities.

NOTE: You only need to enter information for Activity Areas that describe your areas of work. Most faculty members will not use all Activity Areas.

Activity Area Pages (bold) and Activity Report Pages (bulleted)

- **Coursework**
  - Courses

- **Instructional Activities**
  - Continuing Education Programs
  - International Pedagogy
  - Pedagogical Innovations
  - Short Courses and Institutes
  - Seminars/Guest Lectures

- **Administrative Duties and Elected Offices**
  - Elected University Position or Office
  - Administrative Assignments

- **University Sponsored Public Service**
  - Public Service Project
  - Revenues, Fees, and Gifts
  - Communications
  - Training Programs
  - Contacts
  - Public Service Presentations

- **Librarianship**
  - Librarian Services

- **Research and Scholarship**
  - Funded Research Projects
  - Research Proposal Submissions
  - Other Research Funding
  - Research Publications
  - Presentations/Performances/Exhibits
  - Patents
  - Citations
  - Other Scholarship and Research
  - Creative Inquiry

- **Student Advising/Honors and Graduate Committees**
  - Graduate Thesis/Dissertation Committees
  - Graduate Advising/Coordinator
  - Undergraduate Advising/Coordinator
  - Honors Advising
  - Honors Thesis Committee

- **Committees**
  - Department Committees
  - College Committees
  - University Committees
  - Professional Committees
  - Public Service Committees
  - Other Committees

- **Professional Services and Professional Development**
  - Editorship
  - Consulting
  - Other Professional Service
  - University Development/Fund Raising
  - Leadership of Collaborative Endeavors
  - Leave/Sabbatical
  - Professional Development

- **Personal Community Service and Personal Development**
  - Personal Community Service
  - Personal Development

- **Honors and Awards**
  - Honors and Awards
LET’S GET STARTED

ACCESSING FAS

1. There are several ways to get to FAS. We recommend one of the following:
   Use a web browser (e.g., Firefox, Internet Explorer, Safari) to access FAS. Enter this
   address in the location bar on your browser: http://fas.clemson.edu.
   OR
   Access the MyCLE Portal http://mycle.clemson.edu. Click on the Employee tab and
   within the CU Faculty & Staff Resources, click Faculty Activity System.
   NOTE: If you experience difficulty in accessing FAS, see Appendix B or request assistance from your
   college/departmental technical support person.

   The first page you will see is the FAS News Page—this page contains links to helpful
   information. At the top is the colored navigation bar with links to all parts of FAS.
   When you are ready to enter information, click the words “Data Entry” in the
   navigation bar.

   Figure 2. FAS Navigation Bar

2. If prompted, enter your User Name (User ID) and password to access your personal
   FAS account. Each logon is good for 2 hours. You will be asked to logon again after
   that time. If a logon window does not appear and you get a message that your
   authentication has failed, you may need to disable your popup blocker or turn off the
   Auto-complete feature in your browser.

3. Choose the year for which you want to edit information by selecting the Reporting
   Period for the appropriate year in the dropdown list in the gray bar.

FAS is integrated with University databases so that information on your course assignments
and data from the Sponsored Programs office are already entered into FAS. On the Data
Entry Page you will see short segments of the descriptions in italics for activity records
already entered. You may also see some activities for which you are a team member or
collaborator (i.e., committees, grants, etc.). You can view these activities by clicking on them
or by viewing your Report.
SETTING GOALS

Early each year you should describe and assign your expected effort distribution to your Goals representing the major components of your workload for the year. Each individual, in consultation with his/her Department Chair, will develop these goals and seek approval from the Department Chair. We recommend that you set your goals for the year in late spring but this schedule may be modified to meet department and college procedures:

1. Select the Goals for each activity area by clicking on the + next to the Activity Area. This action will expand the Data Entry outline. Click on the + next to the Goal for the Activity Area. You may then click on the button next to the goal you want to edit and choose “Edit This Goal” from the menu. This will open a form you may edit. You may also choose to copy goals from the prior year or to the following year and then edit the description on the form.

2. **On this form, enter a description of your goals and the associated effort distribution for the Activity Area in which you anticipate work. Text boxes allow information input. You can enter new information or change existing information only in these boxes. You may find it easier to compose and edit information in a word processor and then copy and paste it into the FAS text boxes. To paste into a text box in FAS, copy from your word processor (Edit ➔ Copy) and click on Edit ➔ Paste in the text box. Note that text entries are limited to 30,000 characters and can contain special characters as well as HTML formatting tags.**

3. **Click Save to save your information in the FAS database. Buttons are at the bottom of the page. You will see a confirmation of a successful update and then will be returned to the Data Entry page. In most browsers, the changed goal will be shown on the page with a flashing blue arrow next to it for about a second. If you leave a page without clicking the Save button, no changes will be saved to the FAS database. The effort distribution that you assign to each area also will be displayed in the Anticipated Effort columns on the Percent Effort page, where you can check totals and record Workload. Go to the Percent Effort page and record your workload in the 4-Block Workload Reporting section of the page. Please fill in the four blocks for the fall and spring semester at least one month prior to the beginning of each term to allow your Chair time to review your plans and coordinate department activities. Each block should be the equivalent work of a 3-4 credit hour course. Also indicate the percentage of your workload associated with any of the University Emphasis Areas at the bottom of the Percent Effort page.**

**Note:** Goals and their corresponding Anticipated Percent Effort can be frozen by the Department Chair and by the Provost. All data for prior years can be frozen by the FAS Support Staff.

**Use the Save button to SAVE!**

**SAVE!**

**SAVE!**
Figure 3. Recording Goals in FAS

1. Data Entry Page
2. Goal Entry Page
3. Percent Effort Page

RECORDING NEW ACTIVITIES

1. Click on any button next to an Activity Area on the Data Entry Page to expand the outline. Click on the button next to the Activities. Then click on the next to the Activity type for which you would like to create a new activity. Click on “Create New Activity.” You will see an Activity Report Page.

2. On each Activity Report Page you may enter descriptions of activities in free text boxes. You may also be asked for specific information that is to be entered into appropriate boxes or can be selected from drop-down list boxes (these boxes have an arrow to the right that allows you to choose from a list of pre-selected topics). Boxed text information can be changed at any time during the year by returning to that Activity Report Page. You can access a new Activity Report Page or return to one that you worked on previously by selecting it from the list on the Data Entry page.

3. Previously recorded activities are indented and preceded by.

4. On some Activity Report Pages, there is a field marked “International Dimension.” This field allows you to identify activities that are international in scope or have some international dimension. Identifying international activities is optional, but should prove very useful to you and the entire University community as the department chairs and university administration can use this information to study international programs and activity.

5. On some Activity Report Pages, you are permitted to add “Team Members” to an activity if you are involved in collaborative work. Team activities will be visible to all team members. Each team member can enter an alternative description for the activity. This alternative description replaces the description entered by the team leader. Some information in team activities is tied to each team member and can be changed by that member. Also, team members have the ability to remove themselves from a team activity if the user is not actually involved in that team activity.

To add a team member, type his/her User ID and a word or two to describe his/her role. Click on the UserID Lookup button to retrieve information from the University personnel database for an active employee. Record only the UserId, not the full email address provided in the Directory. Click on the Add Team Member button to save
the new team member on the activity. This action will also add a new blank row for an additional team member. If the team member is not an employee, you may enter his or her name in the box provided for names.

5. Click on SAVE at the top or bottom of the page to preserve the information for this activity in the FAS database. Since information is first collected in a Web form and then written to the database, you must click the Save button on all forms to send the data to the database. Leaving a form without clicking the Save button will result in loss of data. Using browser back/forward buttons should be avoided as much as possible during data entry because these actions fail to communicate information to the database.

NOTE: Saving records will return focus to the Data Entry page after a brief message that confirms the save operation. In some browsers (e.g. Internet Explorer), the newly edited record will have a flashing blue arrow next to it for a few seconds, then will change to a . If you cancel or delete an activity record you will be returned to the Data Entry outline.

UPDATING ACTIVITIES PREVIOUSLY RECORDED

During a year you may wish to update or change information already reported on Activity Report Pages. You may also want to change the names of team members on Activity Report Pages. You can access the appropriate Activity Report Page from the Data Entry page or through the Report with Links. You may prefer to access them from the FAS Report because you can read the complete description of the activity.

1. On the Data Entry Page, click the desired activity’s and click on “Edit this Activity.” Alternatively, click on Report on the navigation bar at the top, and then click “Display Report with Links.” Then click on the description (which will be in blue) of the desired activity. If you find yourself in the printable version (with no blue text), click the browser’s Back button to return to the previous page, then click on Report and “Display Report with Links.”

2. Change information on the Activity Report Form. Change team members, if necessary, by deleting User IDs from the list. The process of deleting team members on the form by deleting the User Id and then clicking the Add Team Member button does not change information in the FAS database until the form is saved. You may add and delete any number of team members in this way, but remember to click the Save button when you are finished to update the FAS database. Note that you may remove yourself from activities others have recorded for you. Simply click the “RemoveMeFromTeam” button. Contact the person who recorded the activity to alert them of this change. If you remove yourself from a funded grant or research proposal loaded from the Office of Sponsored Programs, the record will appear again within a week unless you contact this office to effect permanent corrections.

3. Click on SAVE to record changes.
REPORTING END-OF-YEAR SUMMARY COMMENTS

Activity Areas should be assigned percent effort at the end of each semester as **Actual Percent Effort**. This allows faculty to indicate where their plans established at the beginning of the year were changed due to unforeseen circumstances. Record comments that explain any shifts in effort, emphasize significant events, and call attention to the most important accomplishments. FAS Reports include information on all Activity Report Pages and so there is no need to list any information already recorded. Data entry is similar to that described for goals (refer to Figure 3), but the information is recorded on a different page accessed from the Data Entry page.

1. Access the End of Year Summary Page by clicking on the + button next to the Activity Area to expand the outline. Click the + button again beside End-of-Year Summary… You may then click on the button and choose “Edit This End of Year Summary” from the menu. This action will open a form you may edit. You may also choose to copy end of year summaries from the prior year and then edit the description on the form.

2. Enter Actual percent effort and narrative comments concerning each area in which you reported work. In many circumstances Actual effort recorded will be the same as Goal effort. If this is not the case, you should provide an explanation for the difference. The comments box also provides you with the opportunity to explain any information that you do not feel was adequately covered in Activity Report Forms. You may find it easier to adjust the effort distribution on the Percent Effort page where totals are calculated as you record entries. Note that text entries are limited to 30,000 characters and can contain special characters as well as HTML formatting tags. **Remember, you cannot change Goal comments or efforts once the Department Chair has approved them.**

3. Click on Save at the bottom of the window to save this information in the FAS database. A message will appear confirming the save and then you will be taken back to the Data Entry page.
COPYING GOALS, ACTIVITIES AND END OF YEAR SUMMARIES FROM ONE PERIOD TO ANOTHER

Often, activities from one year will continue through and into other periods. Activities may also be similar to previous years’ activities. To bring an activity from a prior period so that it can be modified for the current period, or to copy an activity from the current period to a future period, the Copy command may be used. The Copy command will copy an activity into the same activity group of the copy-to year. You can copy entire Activity Areas or individual activities, goals and end of year summaries from the prior period or to the next period.

1. Click the button next to the activity area you would like to work with. Choose which options you want to show (Goal, Activity, End of Year Summary).

2. If you want to copy the goal from the prior year, click the button next to the goal and choose “Copy This Goal from the Previous Reporting Period.” If the source goal has no information in it, you will receive a message saying, “No goal was found in the previous period.” If you have already put information into the current year’s goal, you will receive a message saying that the goal from the prior year has been appended to the goal for the current year.) Otherwise, you will receive a message that the goal narrative has been copied.

3. If you want to copy all the activities from an Activity Area from the previous or to the next year, click the next to the activity area and choose “Copy … Activities from the prior year” or “Copy … Activities to the next year.” If there were no activities from the source year to copy from, you will receive a message to that effect. Otherwise, all activities will be copied. Please note that this action will create entirely new activities, so you may end up with several activities of the same name on the Data Entry screen.

4. If you want to copy one activity to the next year, click the next to the activity and choose “Copy This Activity to the next year.” This action will create an entirely new activity in the next year, so you may end up with several activities of the same name on the Data Entry screen.

5. If you want to copy the End of Year Summary from the prior year, click the next to the summary and choose “Copy This Summary from the previous reporting period.” If the summary has no information in it, you will receive a message saying, “No End of Year Summary was found in the Previous Reporting Period.” If you have already put information into the current year’s summary, you will receive a message saying that the summary from the prior year has been appended to the summary from the current year.
**GENERATING FAS SUMMARY REPORTS**

You may view a summary of your goals, accomplishments, assigned percent efforts, and activities by clicking on **Report** in the Navigation Bar (see Figure 2). This will open a menu allowing you to choose the desired report.

The following table provides information about each report available in FAS:

<table>
<thead>
<tr>
<th>Report Option</th>
<th>Data Displayed</th>
<th>Special Considerations</th>
<th>New Window?</th>
<th>Return to FAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Printable Report</td>
<td>All FAS data for the selected year will display.</td>
<td></td>
<td>No</td>
<td>Back button on browser</td>
</tr>
<tr>
<td>Display Report with Links</td>
<td>All FAS data for the selected year will display, similar to the Printable Report</td>
<td>The individual descriptions of goals, end of year summaries and activities are links to the entry page for that item. Click the description and then you can update the entry, save the entry and return to the Report with Links.</td>
<td>No</td>
<td>Back button or navigate to another FAS function using the navigation menu</td>
</tr>
<tr>
<td>International Activities Report</td>
<td>All activities with an International component for the selected year will display.</td>
<td>There is no automated load of information from FAS to the International Initiatives Committee (IIC). You may print and submit these items manually to the International Initiatives Committee.</td>
<td>No</td>
<td>Back button or navigate to another FAS function</td>
</tr>
<tr>
<td>MS Word Download Standard Report</td>
<td>All FAS data for the selected year will be included in the .rtf file created.</td>
<td>Depending on your browser configuration, you might be prompted to either open the file or save it. If you choose to open it, Word or other default word processing program will open automatically and display the report. If you choose to save it, you will be prompted for a location on your computer at which to save it. Make note of the location so you can easily find it later.</td>
<td>Yes (word or other default word processing program)</td>
<td>Close the window</td>
</tr>
<tr>
<td>MS Word Download Research Report</td>
<td>All research data in FAS for the selected year will be included in the .rtf file created.</td>
<td>Depending on your browser configuration, you might be prompted to either open the file or save it. If you choose to open it, Word or other default word processing program will open automatically and display the report. If you choose to save it, you will be prompted for a location on your computer at which to save it. Make note of the location so you can easily find it later.</td>
<td>Yes (word or other default word processing program)</td>
<td>Close the window</td>
</tr>
<tr>
<td>MS Word Download Goals Report</td>
<td><em>Only goals</em> for the selected year will display.</td>
<td>You will be prompted to either open the file or save it. If you choose to open it, Word will open automatically and display the report. If you choose to save it, you will be prompted for a location on your computer at which to save it. Make note of the location so you can easily find it later.</td>
<td>Yes</td>
<td>Close the window</td>
</tr>
</tbody>
</table>
STORING YOUR CURRICULUM VITAE IN FAS

The University requires that a current vita be available to the administration for each member of the faculty. To meet these requirements, your vita should be updated at least once a year. FAS allows you to store an electronic copy in the FAS database or review previously stored items. It is recommended that you update your vita early in the academic year during your preparation for the annual review. Please note that the vita you save here does not substitute for the FAS data you must provide for use by administration of the University.

There is a link to upload your vita from the FAS News Page. When you click the link, you will see a screen showing any files you currently have uploaded, as well as an option to load a new file from your computer and give it a description. For files already in the database, you may view them, rename them, or delete them. If you need to change something in a file that is already in FAS, you must delete the file in FAS and then upload a new version with the changes made. You cannot directly edit the file in the database.

To upload a new file into FAS, access the FAS Vita Management page by clicking the “click here” link in the paragraph regarding storing your Vita in FAS on the FAS NEWS page. Or hover over the FAS News navigation button and select the “Deposit Vita” link in the expanded menu. Once on the FAS Vita Management page, click the “Browse…” button (or Choose File button in some browser). This function will open a window that will let you browse through your computer to find the file you want to upload. Users with Netscape prior to Netscape 6 will need to choose “All Files” from the “Files of Type” dropdown menu. When you have found the file you wish to upload, click on it and then click the Open button. Type in a short description of the file (this is required), and then click the button that says “Load File.” You will be shown the progress of the upload and informed of any problems with the upload. Once the file is uploaded, it will be available to your department chair for review.

LOGGING OUT OF FAS

To log out of FAS, simply click on the “Logout” button on the navigation bar. You will receive a brief message saying “Logout Complete,” and you will be redirected to the main FAS News page. You may then close your browser or go to another web site. If you choose to simply close your browser and not click on the Logout button, you will be automatically logged out of the FAS system.
APPENDIX A. EXAMPLES OF PERCENT EFFORT DISTRIBUTION

Example 1. Professor X:
(1) Teaches two three-credit-hour courses in the spring and two three-credit-hour courses in the fall,
(2) Oversees a $50,000 sponsored research program,
(3) Is a Faculty Senator,
(4) Serves on two graduate committees,
(5) Advises 20 undergraduates,
(6) Is publishing two research papers from his sponsored program,
(7) Serves on the College Curriculum Committee, and
(8) Is Editor of the newsletter for a professional organization.

He entered his effort as follows:

<table>
<thead>
<tr>
<th>Sum I</th>
<th>Sum II</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coursework (1)</td>
<td>50</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Research and Scholarship (2) (6)</td>
<td>25</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Student Advising (4) (5)</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Committees (3) (7)</td>
<td>12</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Professional Service and Development (8)</td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

Example 2. Professor Y:
(1) Teaches two three-credit-hour courses and one four-credit-hour course in the spring and only two three-credit-hour courses in the fall.
(2) No sponsored research or PSA activity is taking place. However, Professor Y is engaged in completing a book that represents a major outcome of scholarship. The Department Chair and College Dean have allowed “released time” from the equivalent of a three-hour course in the fall.
(3) Professor Y is the coordinator of undergraduate advising (100 students),
(4) Is serving on two departmental PTR committees, and
(5) Is on the University Grievance Board.
(6) Professor Y is a Boy Scout Leader.

She entered her effort as follows:

<table>
<thead>
<tr>
<th>Sum I</th>
<th>Sum II</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coursework (1)</td>
<td>50</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>Research and Scholarship (2)</td>
<td>25</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Student Advising (3)</td>
<td>15</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Committees (4) (5)</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Personal Service and Development (6)</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B. TECHNICAL INFORMATION AND ERROR MESSAGES

Browser Requirements

This system does make use of JavaScript and Cookies, both of which must be enabled in your web browser. The system also makes use of SSL (Secure Sockets), which guarantees that information that is sent between the web server and your browser is encrypted for security.

CCIT supports the use of FAS.net version 1.0 on the following browsers:

- Firefox 1.0.4 or greater
- Mozilla 1.7.5 or greater
- Netscape 7.2 or greater
- Internet Explorer 6.0 or greater
- Safari 2.0 or greater; Safari version 4 and greater does not maintain the data entry outline between entries, so it is recommended that you use a different browser.

If you do not have one of these browsers, please contact your local technical support provider or email ithelp@clemson.edu.

Browser Configuration

You should not need to alter the default browser preferences to work with the FAS system. However, if you are inclined to alter your browser preferences, JavaScript and Cookies should not be disabled.

If you need additional assistance configuring your browser, please contact your TSP or College Consultant.

Authentication

When you access the FAS system and request information by selecting from the menu bar, the system will attempt to authenticate you via the University's network authentication system. This application will pop up a full size window with fields to enter your UserId and password. Authentication in this application may timeout. After that time, you will be asked to re-authenticate. Please be aware that if you have not saved an entry before the timeout, you will lose the information. Therefore, it is recommended that you compose entries in another application and then paste them in the FAS form.

You may logout of FAS by clicking the button near the top right side of the page or exit your web browser.

For your information, the University's network authentication system ties together UserIds and passwords for the network (Novell), email (UserId@clemson.edu), Microsoft Exchange, Blackboard and the mainframe. So when you change your password for one system, you have changed it for all. As you might expect in such a system, when you change your password in one place, you must wait five to ten minutes to allow your password update to become available in the other systems.
FAS System Availability

The FAS application is dependent upon the availability of the web server, the FAS database, and the University's Data Warehouse. Of these three, the Data Warehouse is the most restrictive in terms of availability. The announced hours of Data Warehouse availability are as follows:

- Monday - Friday 7:00am to 2:00am
- Saturday 8:00am to 10:00pm
- Sunday 10:00am to midnight

During these times, one should expect the FAS system to be available for reporting and update. You may find that the system is available during some of the off times, though you should take care to save any updates frequently, since service may be interrupted without notice.

User Access

Each employee of the university can view, add, and update descriptions of their own activities, goals, and accomplishments. All information entered into the FAS system is maintained in a database that is backed up nightly. Information that you enter is available to you in the form of reports and displays. FAS users are not provided access to other users’ information.

Users may define activities with team members. These activities will be displayed in the FAS report for all members of the team for which valid UserIds have been used. Team members may remove themselves from the team list (in order to prevent the activity from appearing in their FAS report), and may enter an alternate narrative description but may not otherwise alter the team activity information.

Department Chairs may view FAS reports and goals for faculty members within their departments via a complementary system, the FAS Administration Web. That system does not provide a means of altering the content of individual's FAS information, but does provide a means of freezing an individual's goal descriptions and goal effort distribution.

Technical Assistance

At the bottom of most of the FAS web pages, you may observe a link to report problems or difficulties with the system. This link is designed to scan your system allow you to enter a problem description. Then the browser configuration and your problem are sent via email to the FAS support team at the following address: DCIT_FAS-L@clemson.edu. When you send the problem report, please take care to provide information on how we may contact you if you prefer another method other than email.

The primary user support contacts for this system are Dr. Wickes Westcott in Institutional Research (email: westc@clemson.edu, phone: 656-0585) and Dr. Steve Nodine in CCIT (email: snodine@clemson.edu phone: 650-5439). Dr. Westcott and Dr. Nodine will be glad to answer your questions about the policies and operation of the system and render assistance in its use.