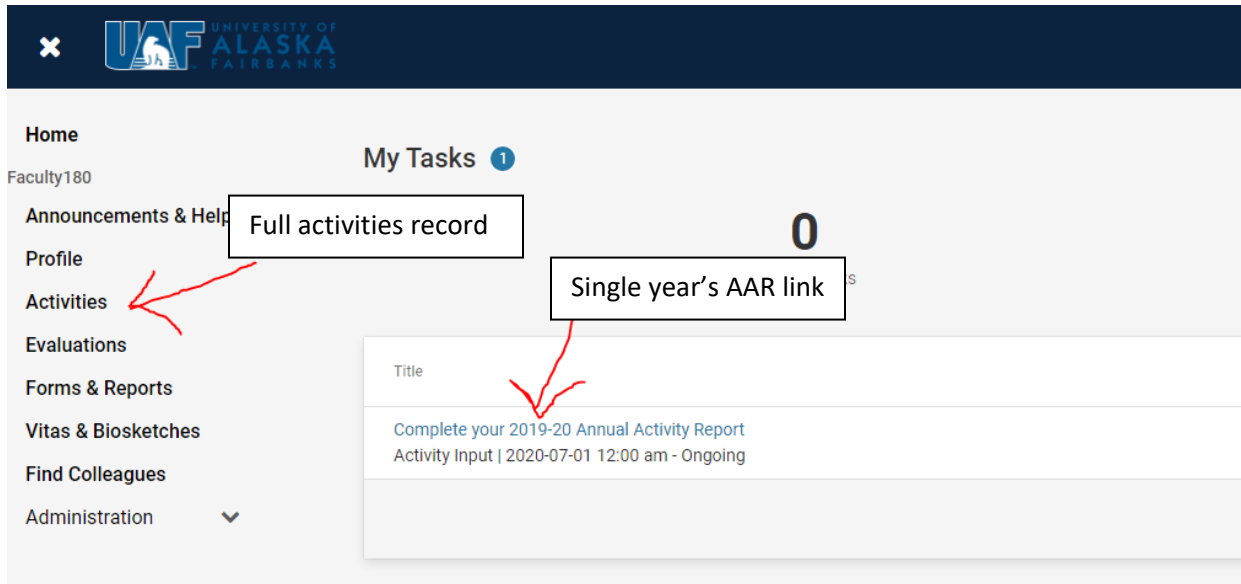


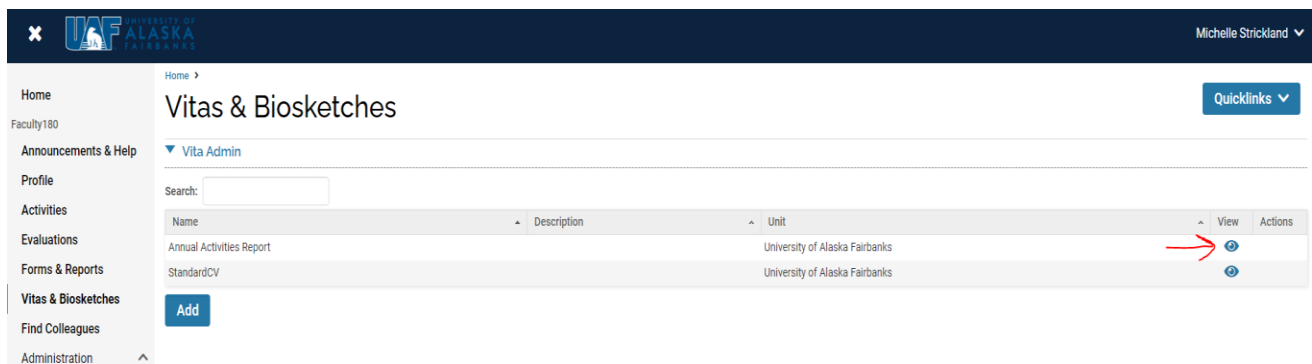
As you've been logging in to Faculty 180 each year and completing an annual activities report for the prior year, the system has been collecting a database of your historical activities for the period that you have been using the software. Your comprehensive record of activities can be reviewed and edited through the Activities link from the left-side menu.



Please note that you will need to complete the most recent year's AAR form, even if you don't submit it. You may of course omit the narrative self-evaluation and the CV attachment, but entering your activities for the year ensures that your Faculty 180 record is complete, and must be done before you run the comprehensive activities report.

To Run the Comprehensive Report

1. Click on the "Vitas & Biosketches" link from the left side menu.
2. From the resulting screen, click on the eye icon next to "Annual Activities Report" to view the form output.



3. In the reporting screen, set the start date of the report to "Late summer after 7/1" and the first year contained within your review, and the end date to "Early summer before 6/30" and the most recent report-ending year. (Example: for a six-year review in AY21-22, the report starts with late summer 2015 and ends with early summer 2021)

- Click on the “Refresh Vita” button, and review the resulting report below. Note that in the report header, the start and end term and year of your report have updated to your selections.

Vita Options

Type* Institutional Personal

Annual Activities Report (University of Alaska Fairbanks) ▼

Date range* All Custom

Begin* End*

Late summe ▼ 2014 ▼ Early summe ▼ 2020 ▼

Hide date range in vita output

Note: date range only applies to items from activity input

Refresh Vita **Export/Share** ▼ **Print**

Michelle A Strickland
 Late summer after 7/1 2014 - Early summer before 6/30 2020
 Annual Activities Report
 (907)474-2764
 mastrickland@alaska.edu

- If the report looks complete to you, then click on the “Export/Share” button. You can select to export the report as a Word file, which you will be able to make edits and formatting changes to, or you can export it as a PDF document and put it in to your Promotion & Tenure file as it is.

To View Previous Years’ AAR Forms

If you want to compare the multi-year report with individual years’ AAR forms submitted in the past years, you can access your older AAR forms by clicking on the “Forms and Reports” link from the left-side menu.

In the resulting screen, toward the bottom under “Reports,” select the “Prior Activity Input Forms” link.

Home >

Forms & Reports

▼ Forms

Custom Input Forms - None Available

Printable Classification Forms

▼ Initiated Activity Input Forms

Initiated process

Complete your 2019-20 Annual Activity Report

▼ Reports

Prior Activity Input Forms

"My Activities" Reporting


This takes you to a list of all previously submitted AAR forms, which you can view by clicking on the eye icon to the far right under "Actions" to view the desired report.



[Home](#) > [Forms & Reports](#) >

Forms & Reports

Quicklinks 

Prior Input Forms

 Prior activity input forms are available upon administrative approval.

Title	Start Semester	End Semester	Input Form	Date Submitted	Date Last Approved	Actions
Complete your 2019-20 Annual Activity Report	Late summer after 7/1 2019	Early summer before 6/30 2020	Activity Input			
Complete Activity Input: Late summer after 7/1 2013 - Early summer before 6/30 2014	Late summer after 7/1 2013	Early summer before 6/30 2014	Activity Input			

[Go Back](#)