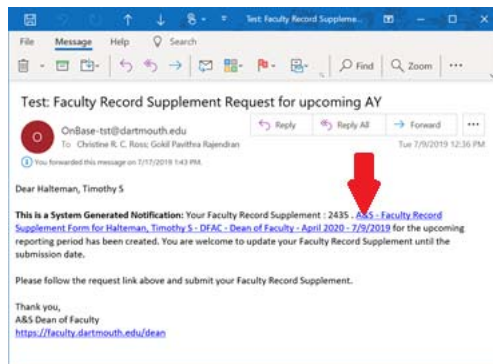


# INSTRUCTIONS – FACULTY RECORD SUPPLEMENT E-FORM

## LOG-IN to Faculty Record Supplement Form

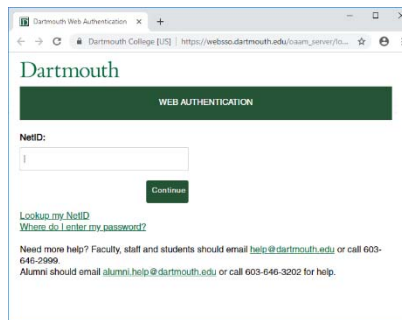
1. Connect to VPN. To establish VPN Connection review link or contact your computer consultant:  
<https://services.dartmouth.edu/TDClient/1806/Portal/KB/ArticleDet?ID=73771>
2. You will receive an email with a link to your Faculty Record Supplement (FRS) e-form. You will need to copy and paste the link into one of these compatible browsers:
  - o Firefox
  - o Internet Explorer
3. Use your DND (Dartmouth Net ID) Login and password to login to FRS e-form.



## Faculty Record Supplement Form

The FRS e-form is divided into four tabs:

1. General Info and Scholarly Activities
2. Grants/Fellowships
3. Teaching and Mentoring Activities
4. Service and Other Professional Activities



### DEAN OF FACULTY OFFICE FACULTY RECORD SUPPLEMENT

Reporting Year : April 2019

Reporting Period: April 1 through March 31 of 2016–2017 , 2017–2018 , and 2018–2019

Anytime you wish to exit and return to this eForm, you need to click the Save and Continue button and close the browser tab/window by clicking the "X".

For detailed instructions, please visit the Dean of Faculty website: [Faculty Forms](#)

Request ID:  
278

Form Status:  
Draft

Print

Refresh Grants and Course data

GENERAL INFO AND SCHOLARLY ACTIVITIES

GRANTS/FELLOWSHIPS

TEACHING AND MENTORING ACTIVITIES

SERVICE AND OTHER PROFESSIONAL ACTIVITIES

The e-form has been prepopulated with some information from prior years.

- If a field is gray, it is not editable.
- For fields that are editable, please review the information to ensure accuracy; update as needed.
- Some fields are blank, that may require you to enter information.
- Dropdown fields: Click on one of the choices that appear.

#### Faculty Rank

Professor

#### Primary Contact Phone (XXX-XXX-XXXX)

603-646-1111

#### Other Department/Program Affiliation(s)

#### Academic Year

- 2019–2020
- 2018–2019
- 2017–2018

## TAB 1: General Info and Scholarly Activities


Review **Mailing address**. If incorrect, click “Please check if address has changed.” and follow the directions. Your mailing address will be updated in the Faculty Record Supplement e-form once it is submitted.

**Mailing Address**

Please check if address has changed.

The link below will allow you to update your address. **Selecting this link will create a new tab/window. In order to view the directions 1 through 7 below, you will need to toggle between the two website tabs/windows.**

Go to: [https://oa.dartmouth.edu:8007/OA\\_HTML/AppsLogin](https://oa.dartmouth.edu:8007/OA_HTML/AppsLogin)

**Directions:** 

1. Click on **Dartmouth Employee Self-Service** to expand the selection.
2. Click on **Personal Information**.
3. Review the information for accuracy. Click **Update** on the right hand side of the screen of the section that needs to be updated.
4. Click **Next**.
5. **Update Address** fields, then click **Next**.
6. Review the Address update to verify entry. Then, click **Submit**.
7. Close the tab/window by clicking the “X” to return to your Faculty Record Supplement.

**Please note your address will be updated in the Faculty Record Supplement Form once the form is submitted.**

## Scholarly Activities

Enter current year’s data by clicking the **Add** button located to right side of each section header. A new line will appear at the bottom of that section (see image below).

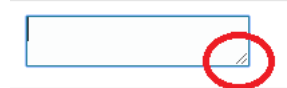
**TIP:** Click the **Add** button several times to add multiples lines. Additional lines will appear at the bottom of a section. This will eliminate the need to scroll to the top of each section to add lines.

**Scholarly Activities**  
Please list all publications, works produced, exhibited, or performed and forthcoming scholarly publications (items that have been accepted or, in the case of performances and exhibits, scheduled).  
Please do not abbreviate.  
Include anticipated publication/completion date. Only include work that is forthcoming now, not work that was forthcoming in earlier cycles and has now appeared.

(Note: Clicking the “Add” button will create additional rows at the bottom of each section)

Academic Year	Type	Status	Citation/Exhibition/Performance as it appears on your CV	Peer Reviewed	Notes	
2017-2018	Book	Published	Book citation as it appears on CV	N/A	Additional information	<b>Add</b>
2018-2019	Exhibit	Exhibited	Exhibit citation as it appears on CV	N/A	Additional information	<b>Add</b>
						<b>Add</b>

**TIP:** The two diagonal lines at the bottom corner of a field indicate the box is resizable. Click and drag to resize the field. This will allow you to read all text typed into the field.



At the bottom of each page, there is a **Next** button that allows you to move to the next tab in the supplement.


Click this button to move to the next tab or click the **Save Form and Continue Later** button.

**Next** **Save Form and Continue Later**

**TIP:** Anytime you wish to exit and return to the eForm, you need to click the **Save Form and Continue Later** button and close the browser tab/window by clicking the “X”. To return to the e-form, copy and paste the link you received in your email into a compatible browser or contact the Assistant to the Associate Dean.

**IMPORTANT:** The e-form session will time out after 30 minutes of inactivity. At the 30-minute mark, you will receive a pop-up message asking if you’d like to remain logged in. Click **Stay Logged In**. Any information completed during the session will not be saved until the **Save Form and Continue Later** button is clicked.

Auto Logout in Progress

 Your session appears to be inactive. You will be logged out in 26 seconds.

**Stay Logged In**

## TAB 2: Grants/Fellowships

- All federal grants and fellowships, including non-competitive renewals and multi-year grants, through the Office of Sponsored Projects (OSP) are prepopulated. All grants applied for or received are also listed.
- If grant data is not populated as expected, click **Refresh Grants and Course data** at the top right of page. If this does not populate as expected, please contact your Associate Dean's Office.
- Any non-OSP grants and fellowships or proposals not supplied by OSP are to be entered in these sections:
  - **Grants/Fellowships – Dartmouth Awards (e.g., Leslie, Neukom, Rocky)**
  - **Foundation/Corporate/Non-Dartmouth – Award and Proposals (e.g., Fulbright, Guggenheim, NEH)**

## TAB 3: Teaching and Mentoring Activities

- All **Course Information** from the Office of the Registrar is prepopulated.
- If course data is not prepopulated as expected, click **Refresh Grants and Course data** at the top right of page. If this does not populate as expected, please contact your Associate Dean's Office.
- If you were not a **First-Year Advisor**, enter an explanation. If you were an advisor, please enter student information in the appropriate sections.

### Advising and Mentoring Activities

- **Student Name fields:** If you begin typing the last name, a dropdown menu of matching names will appear.
- There are new **term fields** that need to be populated. Select "Yes" from the drop-down list for each term you participated in advising or mentoring activities.

- There is a new question pertaining to **Faculty Mentoring:** Did you mentor any faculty members within or outside your department or program?

## TAB 4: Service and Other Professional Activities

This tab is divided into the following categories:

- Professional Activities
- Department/Program Chair (new category)
- Department/Program Service
- Dartmouth Service, which is subdivided into three sub-categories:
  - A&S Committees
  - College Councils
  - Other
- Upload Resume/CV

Please review and/or add **dates** and/or **terms** as necessary. Select "Yes" from the drop-down list for each term you participated in service activities.

**Professional Activities**  
Include dates and locations where appropriate. Please do not abbreviate. Add

Academic Year	Activity Type	Start Date	End Date	Organization	Description	
2017-2018	Service as editor, associate editor, etc. of scholarly	9/1/2017	11/30/2017	Editor Organization	Description	Remove
2018-2019	Organizing symposia/meetings	1/1/2019	3/31/2019	Symposia Name	Description	Remove

(Note: Please select "Yes" for each term you participated in service activities)

Were you a department/program chair during the reporting period?  
Yes

Please enter the information below. Add

Academic Year	Department/Program	Spring	Summer	Fall	Winter	Notes (Optional)	
2017-2018	African and African American Studies	Yes	Yes	Yes	Yes		Remove
2018-2019	African and African American Studies	Yes	Yes	No	No		Remove

### Uploading Resume/CV

Click **Upload** button at the bottom of page to upload Resume/CV.

**Upload Resume/CV \* – required**

**Upload**

### Form Submission

**Upon submission you will no longer have the ability to edit this form.**

When your FRS e-form is complete, click **Submit for Review** button .

A new box will appear to the right, "Are you sure your Faculty Record Supplement is ready for submission?"

- Click *Yes, Submit for Review* button when your e-form is complete.
- Close the browser tab/window by clicking the "X".
- If you click *No*, you will return to the e-form but it will not be saved. Click *Save Form and Continue Later* to save the e-form.

**Submit for Review**

**Are you sure your Faculty Record Supplement is ready for submission?**

*Upon submission you will no longer have the ability to edit this form.*

**Yes Submit for Review** **No**