Faculty Activity and Evaluation at the University of Mississippi

SAP INTERACTIVE FORMS BY ADOBE

Agenda

- Project Background and Motivation
  - SACS accreditation
  - Formerly manual processes
- 2006 – Faculty Activity Reports
- Adobe Interactive Forms Overview
- 2007 – Faculty Evaluations

Faculty Activity Reports

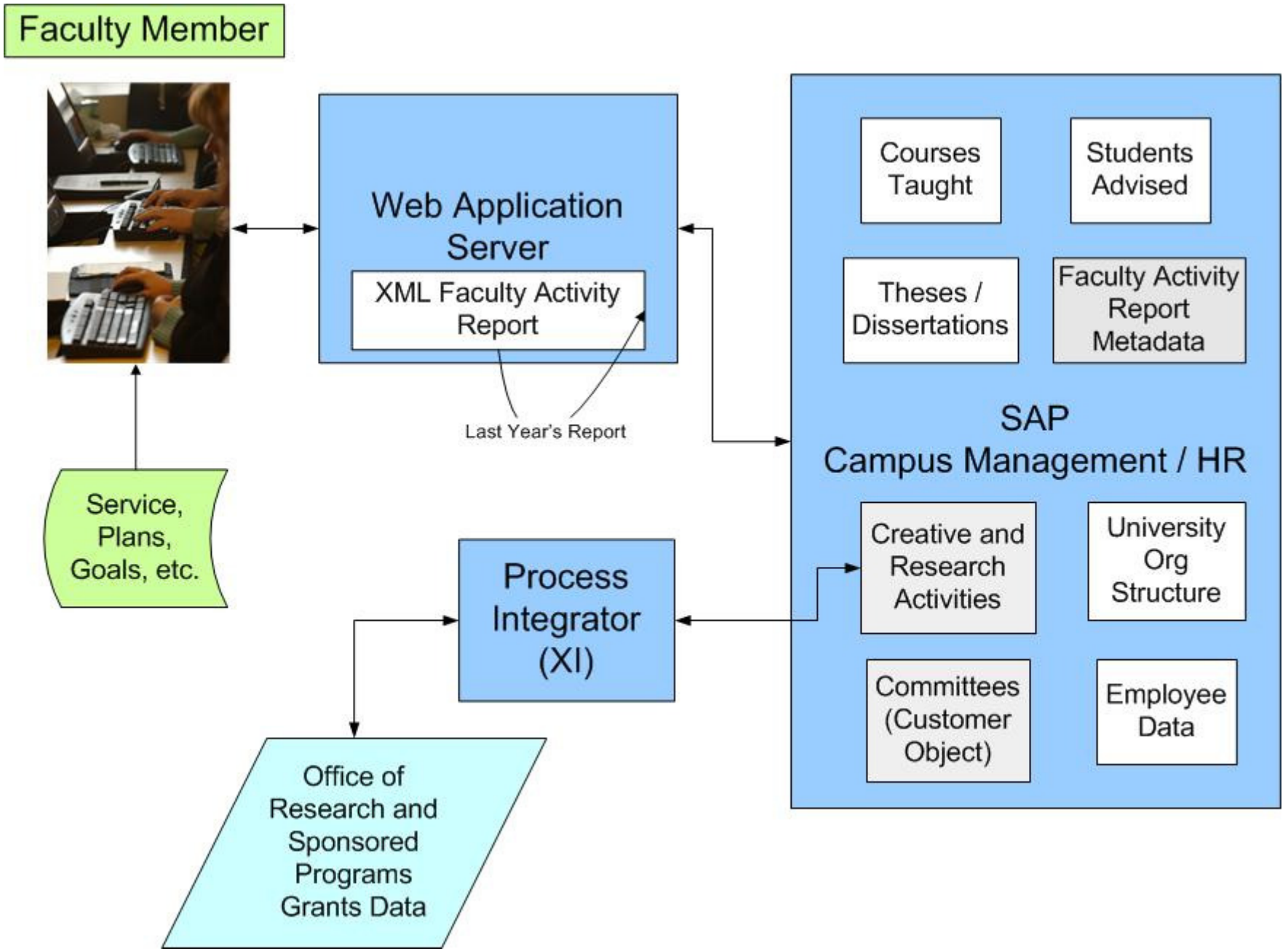
Overview and Design

Faculty Activity Reports

- Faculty members report
  - Courses taught
  - Students advised
  - Thesis / dissertation involvement
  - Committee memberships
  - Service
  - Patents
  - Plans for the coming year
- Research and creative activities
  - Journal articles
  - Books/book chapters
  - Grants
  - Performances
  - Productions
  - Conference presentations
  - Conference participation
  - Art exhibits
  - Commissioned artistic works
  - And more …

Where is the Data?

- Campus Management
  - Course taught
  - Students advised
  - Thesis / dissertation involvements
- SAP-HR
  - Faculty Member Name
  - Organization
  - Other demographic info
- New Data Structures
  - Customer “Committee” object w/ relationship
  - Customer table for activity / grant information
  - Customer table for report metadata
- Other
  - Use XI to import grants data from Office of Research
    - It works!
  - Use Business Warehouse for summary reports on activities and grants
  - Rely exclusively on SAP HR Org structure to determine who should see what


Faculty Member
Web Application Server
XML Faculty Activity Report
Last Year's Report
Service, Plans, Goals, etc.
Process Integrator (XI)
Office of Research and Sponsored Programs Grants Data
SAP Campus Management / HR
Courses Taught
Students Advised
Theses / Dissertations
Faculty Activity Report Metadata
Creative and Research Activities
University Org Structure
Committees (Customer Object)
Employee Data

Generating Reports

- Throughout the year, faculty members can add research and creative activities.
- Reports are stored as XML files and are then presented as HTML or PDF.
- At the generation step, the system “sweeps” all of these information sources using the start and end date of the reporting year to create an initial XML file.
- Faculty member can roll forward report from previous year.
- Faculty member can add comments, omit certain items, etc.
- Once report is submitted as final, no further changes are allowed.
- Finalized reports are archived in digital imaging system and linked to employee in SAP-HR*.

Results

Pros

- No more paper shuffling
- Faculty member does not have to tell what the system already knows
- Improved access to those in reporting line
- Nice archive of reports over time
- Can now report on research and creative activities, i.e., How many books have been produced by the History Department?

Cons

- Still have some user interface issues to work through
  - Confusion surrounding “refreshing” system data
  - Some faculty members still struggle with the new process
  - Year 2 was much better than year 1,but still need one more iteration
- May be overkill to use this approach for certain kinds of data

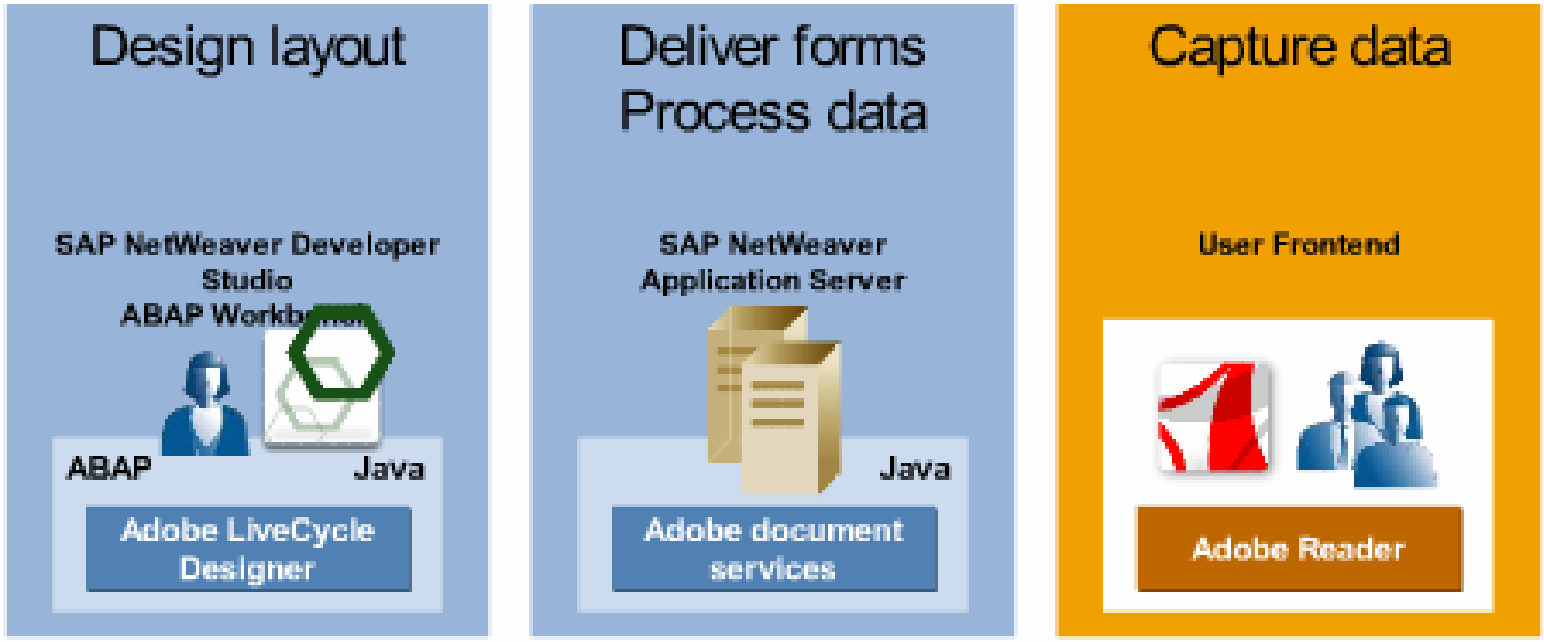
Adobe Interactive Forms

What is Possible?

SAP Interactive Forms by Adobe

- Integrate interactive PDF documents into business processes
- Incorporate interactive forms into workflow
- Generate forms that contain data extracted from SAP systems
- Use dynamic or static forms
- Complete forms online or offline
- Submit data from the form back to SAP systems
- Allow users to print forms

How Interactive Forms Work



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THE BEST-RUN BUSINESSES RUN SAP™

Forms Scenarios

Online Interactive Form Scenario

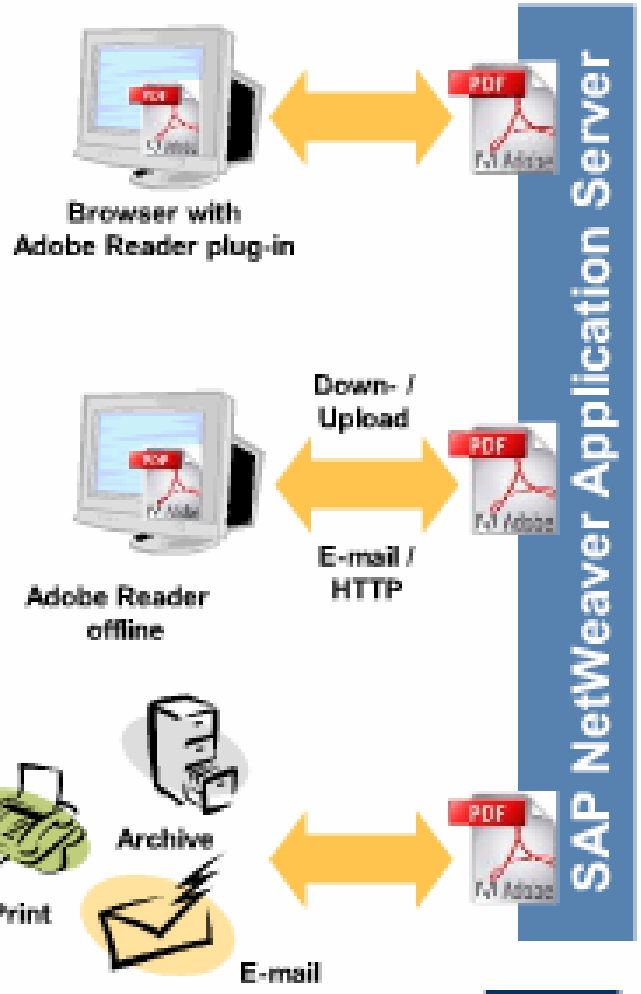
- SAP system access needed
- Full integration into Web Dynpro for Java and ABAP frameworks
- Context-sensitive value help, online checks

Offline Interactive Form Scenario

- No SAP system access needed
- Static value help, static checking, simple arithmetic calculations
- Self-contained PDF (XML data+layout)

Form Printing Scenario

- 'Classic' form processing, not interactive
- Output documents are printed, e-mailed, archived or faxed



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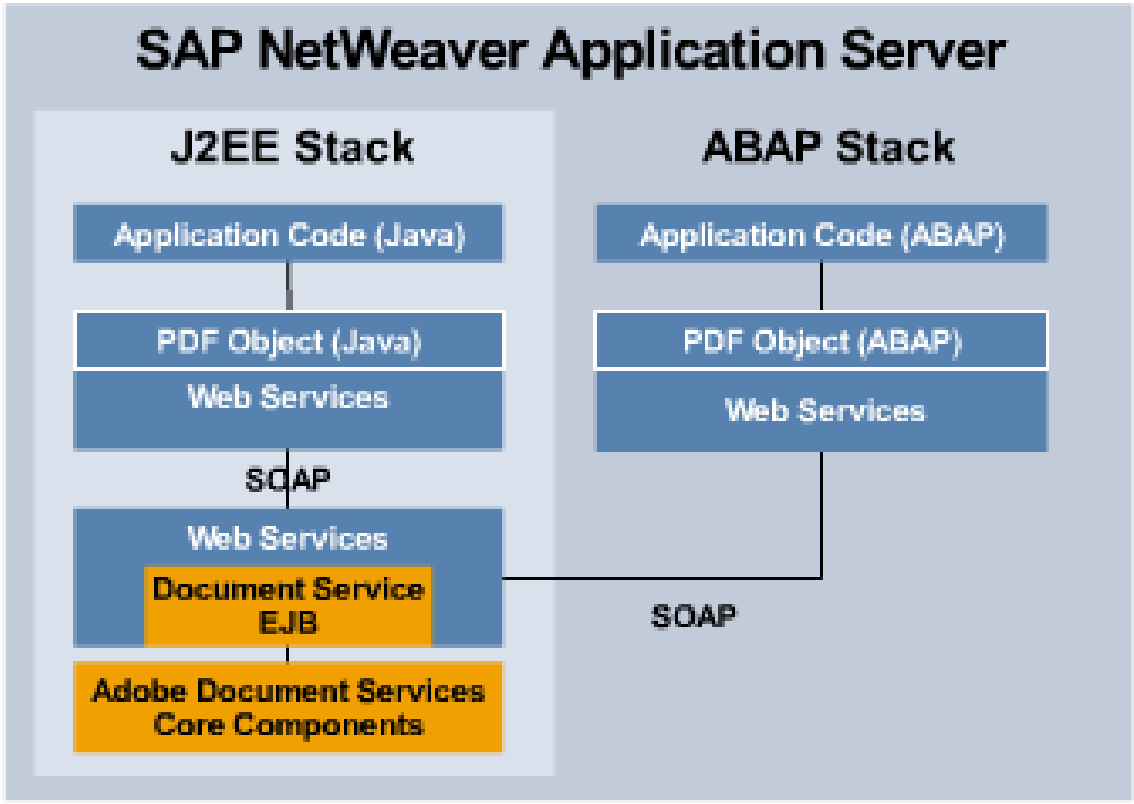
Run-Time Architecture



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THE BEST-RUN BUSINESSES RUN SAP™

ABAP or JAVA Development Environment

- ABAP
  - Transaction SFP
    - Form Interface
    - Form Design using Adobe Lifecycle Designer within SAP GUI 7.10
- JAVA
  - Netweaver Development Studio including Adobe Lifecycle Designer

Adobe Interactive Forms Licensing Issues

- Generation of print forms (high volume printing) is included in SAP license
- You need a separate license for Interactive Forms to:
  - Create custom-developed interactive forms
  - Modify an SAP-delivered interactive form template

Online Faculty Evaluations

With SAP Interactive Forms by Adobe

Online Evaluations ~ Why?

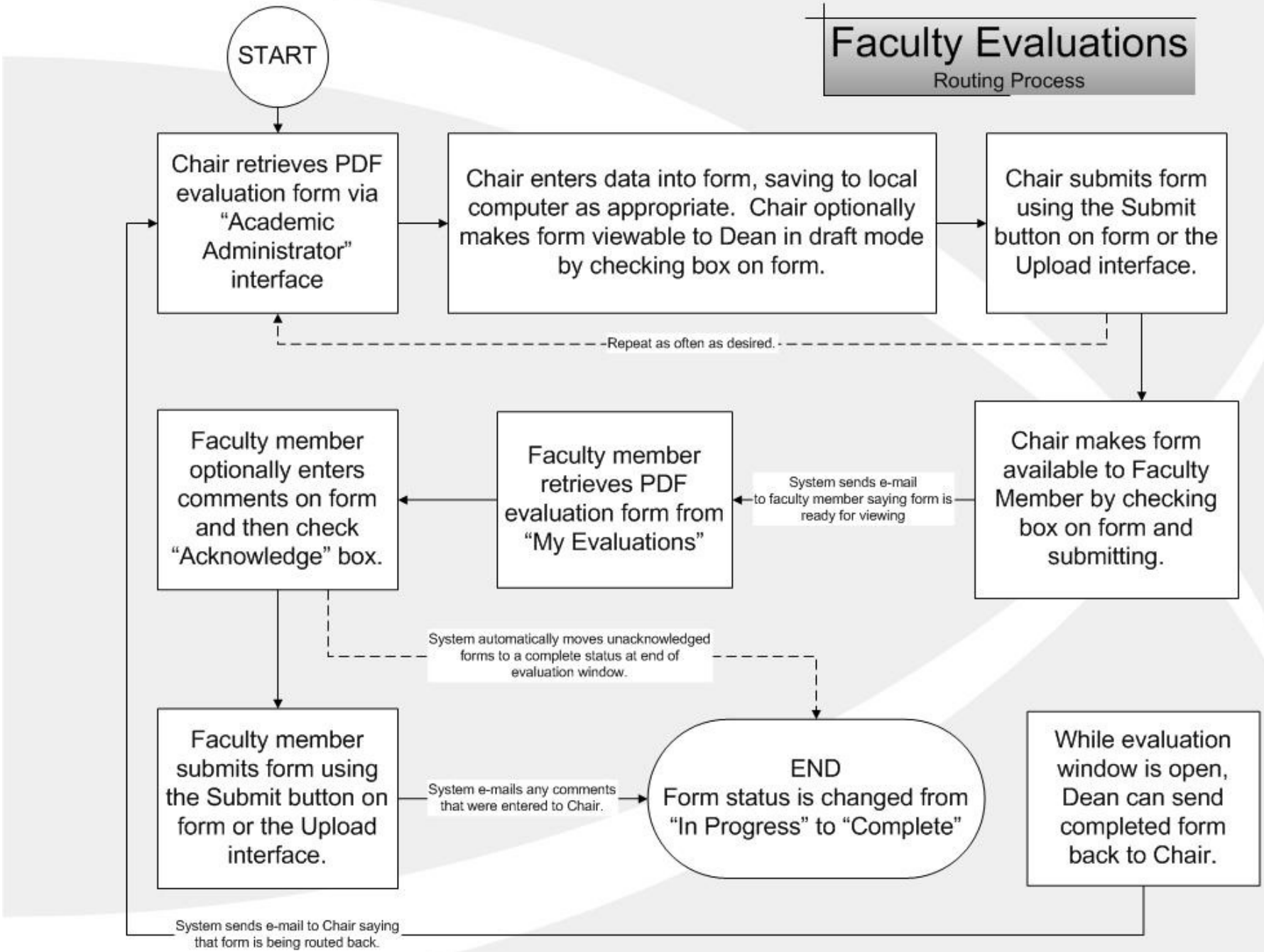
- Streamline the process
- Minimize or eliminate the need to submit paper through administrative channels
- Provide long-term digital archiving of evaluation results
- Prepare the University for demonstrating to SACS that we have a systematic process for evaluating faculty

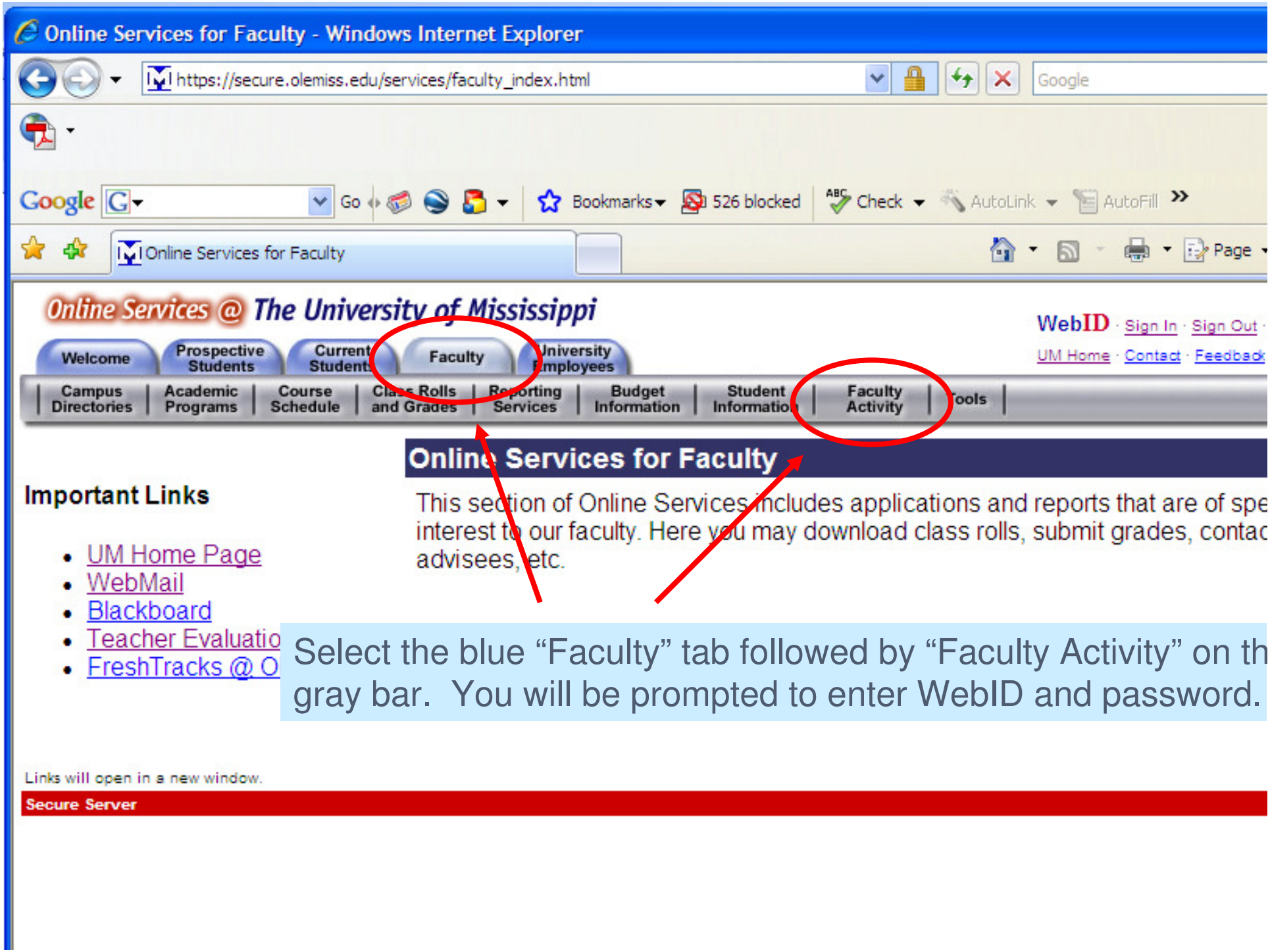
Project Timeline

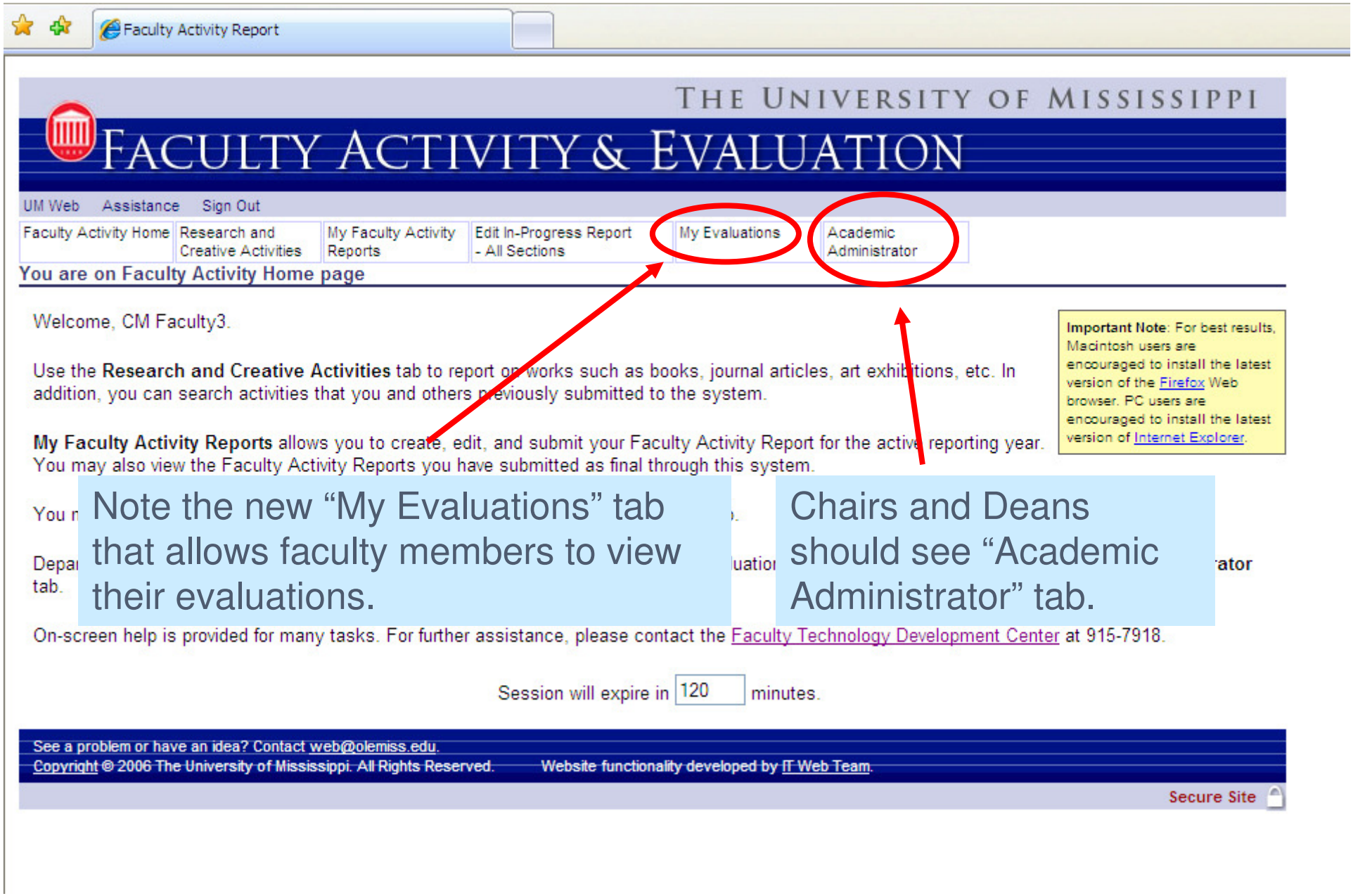
- October-December 2006
  - Set up Adobe forms environment (Basis Team)
- January - February 2007
  - Prototype (Hale)
- February – March 2007
  - Development (Web Team)
- March 31
  - Go Live
- March 31 – June 1, 2007
  - Evaluation Window

Technical Details

- Form designed using SAP SFP transaction
- On submit, XML only sent to SAP
- Customer functions to get and post PDF
- ABAP data structure maps to form XML
- XML stored in BDS
- Customer table to store form meta-data


Faculty Evaluations
Routing Process
START
Chair retrieves PDF evaluation form via "Academic Administrator" interface
Chair enters data into form, saving to local computer as appropriate. Chair optionally makes form viewable to Dean in draft mode by checking box on form.
Chair submits form using the Submit button on form or the Upload interface.
Repeat as often as desired.
Chair makes form available to Faculty Member by checking box on form and submitting.
System sends e-mail to faculty member saying form is ready for viewing
Faculty member retrieves PDF evaluation form from "My Evaluations"
Faculty member optionally enters comments on form and then check "Acknowledge" box.
System automatically moves unacknowledged forms to a complete status at end of evaluation window.
Faculty member submits form using the Submit button on form or the Upload interface.
System e-mails any comments that were entered to Chair.
END
Form status is changed from "In Progress" to "Complete"
While evaluation window is open, Dean can send completed form back to Chair.
System sends e-mail to Chair saying that form is being routed back.


Online Services for Faculty - Windows Internet Explorer
https://secure.olemiss.edu/services/faculty_index.html
Google
Bookmarks
526 blocked
Check
AutoLink
AutoFill
Online Services for Faculty
Page
Online Services @ The University of Mississippi
WebID · Sign In · Sign Out ·
UM Home · Contact · Feedback
Welcome
Prospective Students
Current Students
Faculty
University Employees
Campus Directories
Academic Programs
Course Schedule
Class Rolls and Grades
Reporting Services
Budget Information
Student Information
Faculty Activity
Tools
Online Services for Faculty
This section of Online Services includes applications and reports that are of spe
interest to our faculty. Here you may download class rolls, submit grades, contac
advisees, etc.
Important Links
UM Home Page
WebMail
Blackboard
Teacher Evaluatio
FreshTracks @ O
Select the blue “Faculty” tab followed by “Faculty Activity” on th
gray bar. You will be prompted to enter WebID and password.
Links will open in a new window.
Secure Server


Faculty Activity Report
THE UNIVERSITY OF MISSISSIPPI
FACULTY ACTIVITY & EVALUATION
UM Web
Assistance
Sign Out
Faculty Activity Home
Research and Creative Activities
My Faculty Activity Reports
Edit In-Progress Report - All Sections
My Evaluations
Academic Administrator
You are on Faculty Activity Home page
Welcome, CM Faculty3.
Use the Research and Creative Activities tab to report on works such as books, journal articles, art exhibitions, etc. In addition, you can search activities that you and others previously submitted to the system.
My Faculty Activity Reports allows you to create, edit, and submit your Faculty Activity Report for the active reporting year. You may also view the Faculty Activity Reports you have submitted as final through this system.
Important Note: For best results, Macintosh users are encouraged to install the latest version of the Firefox Web browser. PC users are encouraged to install the latest version of Internet Explorer.
Note the new "My Evaluations" tab that allows faculty members to view their evaluations.
Chairs and Deans should see "Academic Administrator" tab.
On-screen help is provided for many tasks. For further assistance, please contact the Faculty Technology Development Center at 915-7918.
Session will expire in 120 minutes.
See a problem or have an idea? Contact web@olemiss.edu.
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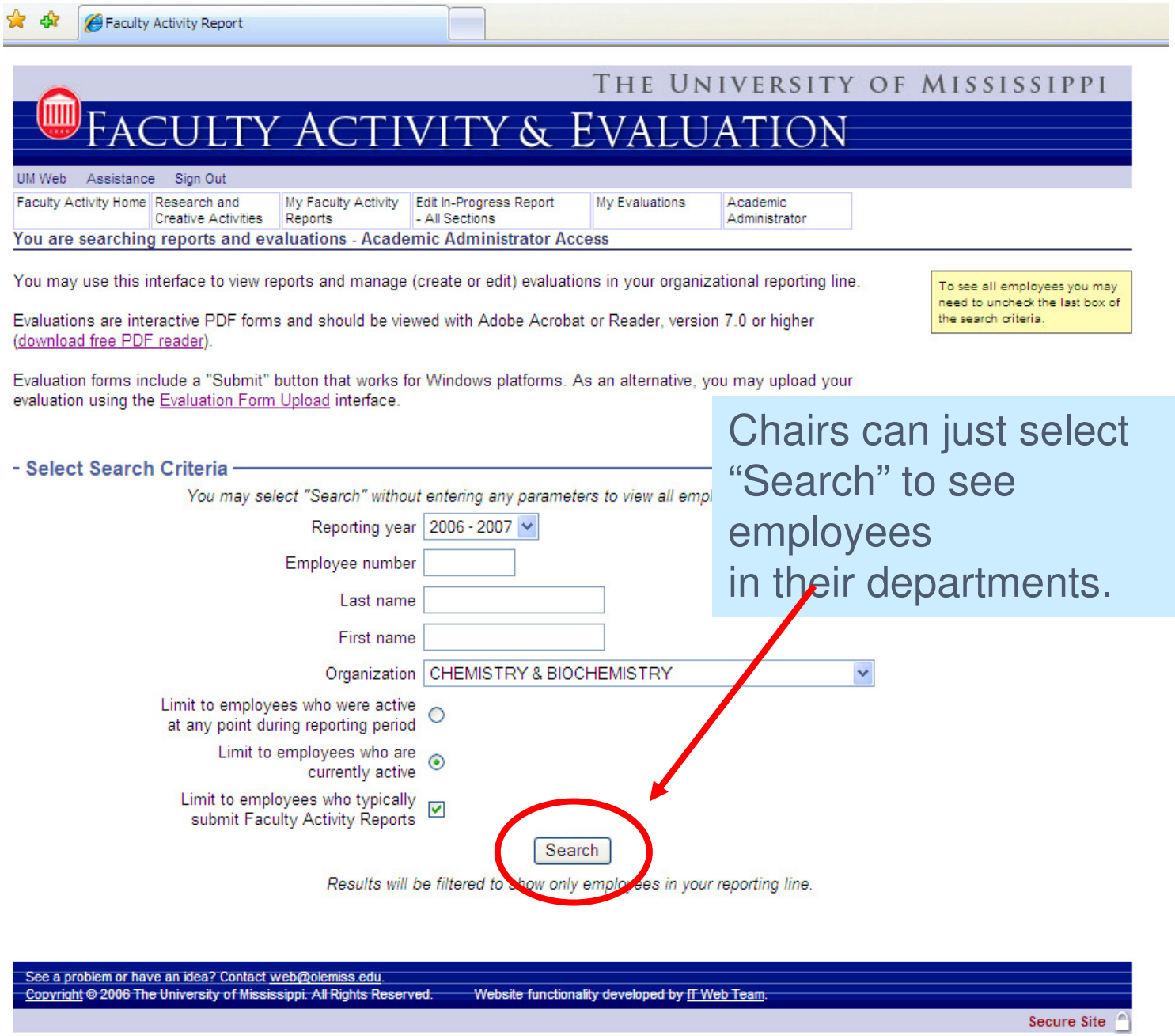
Website functionality developed by IT Web Team.
Secure Site


Faculty Activity Report
THE UNIVERSITY OF MISSISSIPPI
FACULTY ACTIVITY & EVALUATION
UM Web
Assistance
Sign Out
Faculty Activity Home
Research and Creative Activities
My Faculty Activity Reports
Edit In-Progress Report - All Sections
My Evaluations
Academic Administrator
You are searching reports and evaluations - Academic Administrator Access
You may use this interface to view reports and manage (create or edit) evaluations in your organizational reporting line.
To see all employees you may need to uncheck the last box of the search criteria.
Evaluations are interactive PDF forms and should be viewed with Adobe Acrobat or Reader, version 7.0 or higher (download free PDF reader).
Evaluation forms include a "Submit" button that works for Windows platforms. As an alternative, you may upload your evaluation using the Evaluation Form Upload interface.
Chairs can just select "Search" to see employees in their departments.
- Select Search Criteria
You may select "Search" without entering any parameters to view all empl
Reporting year
2006 - 2007
Employee number
Last name
First name
Organization
CHEMISTRY & BIOCHEMISTRY
Limit to employees who were active at any point during reporting period
Limit to employees who are currently active
Limit to employees who typically submit Faculty Activity Reports
Search
Results will be filtered to show only employees in your reporting line.
See a problem or have an idea? Contact web@olemiss.edu.
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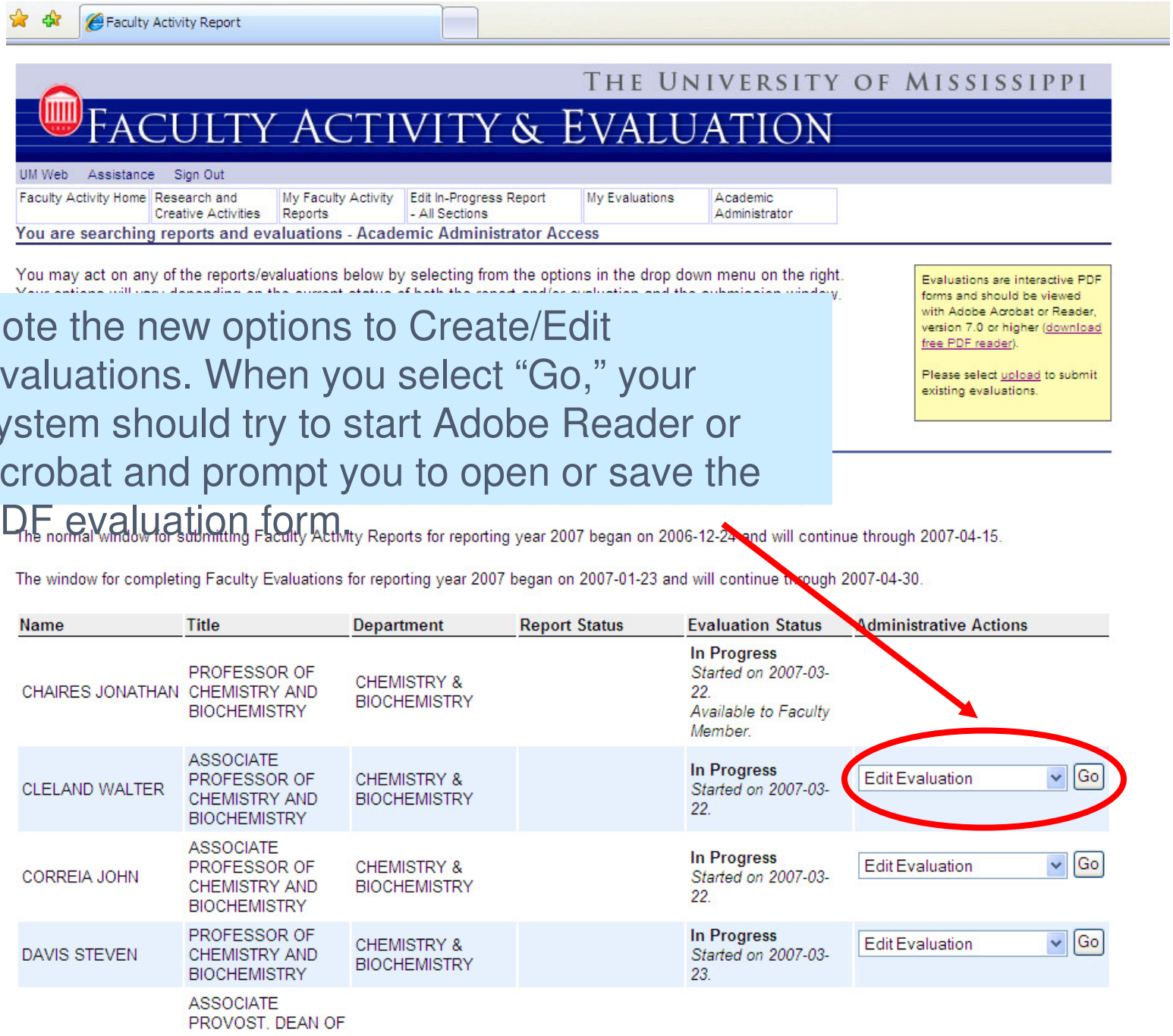
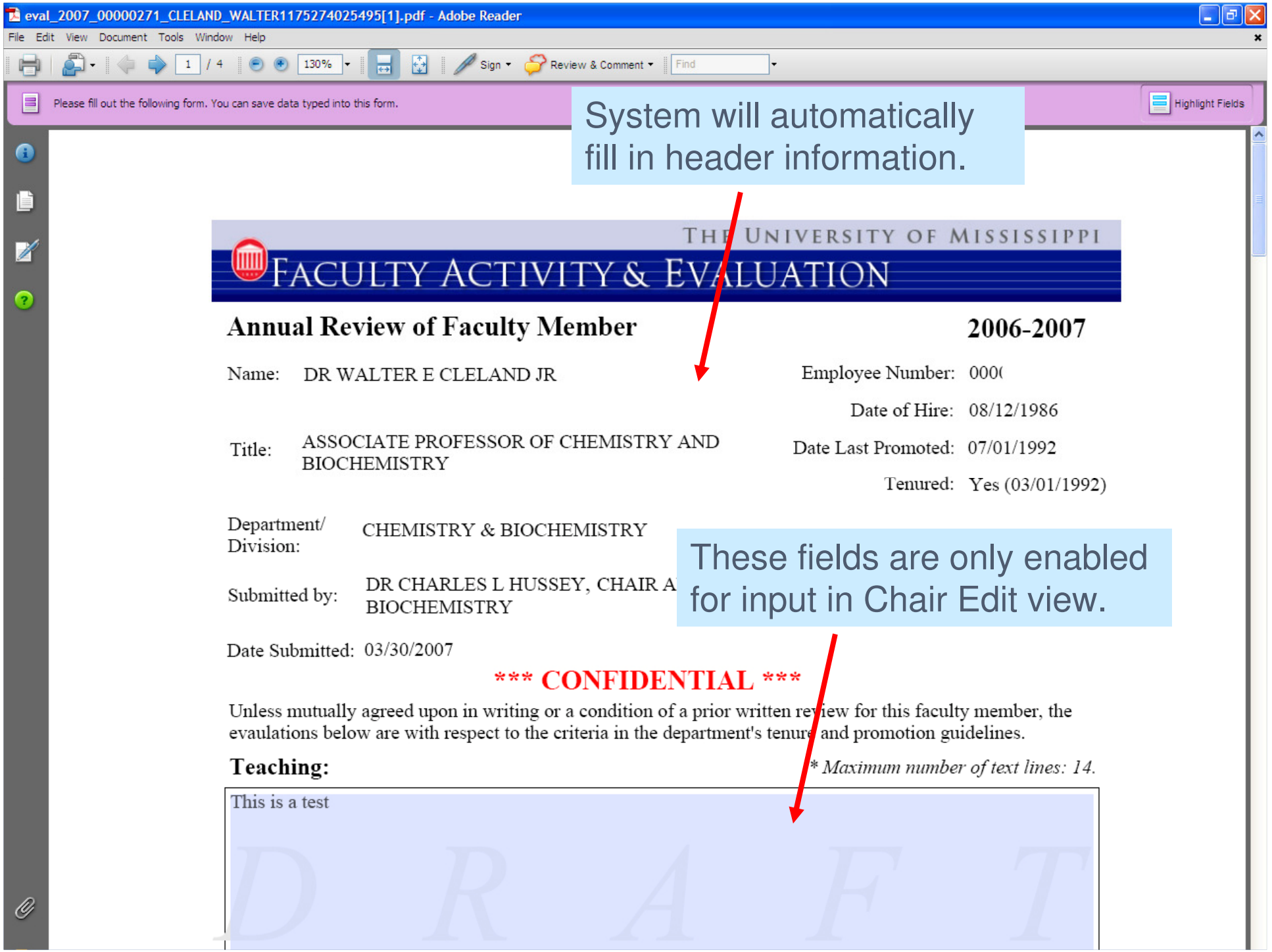
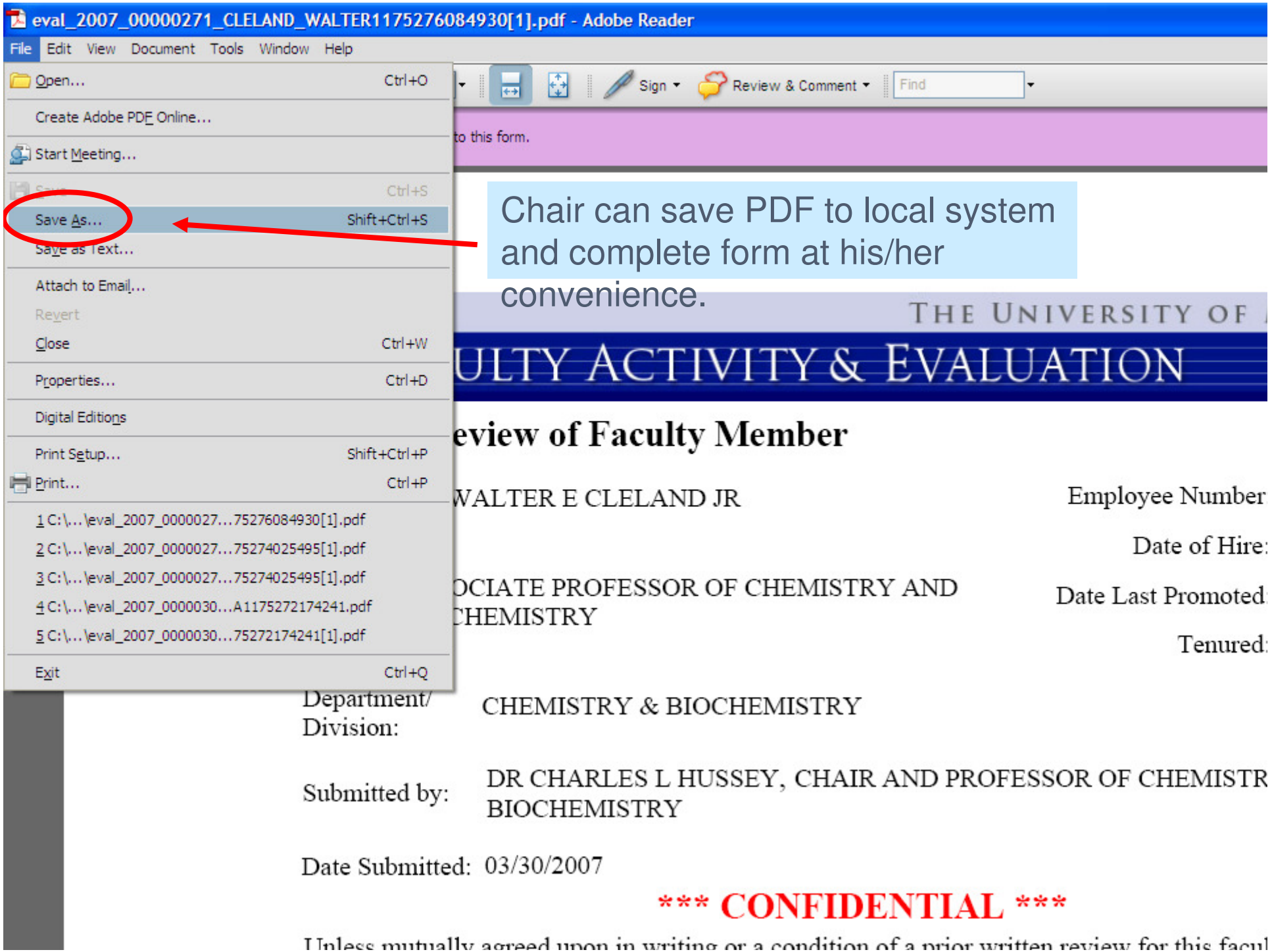
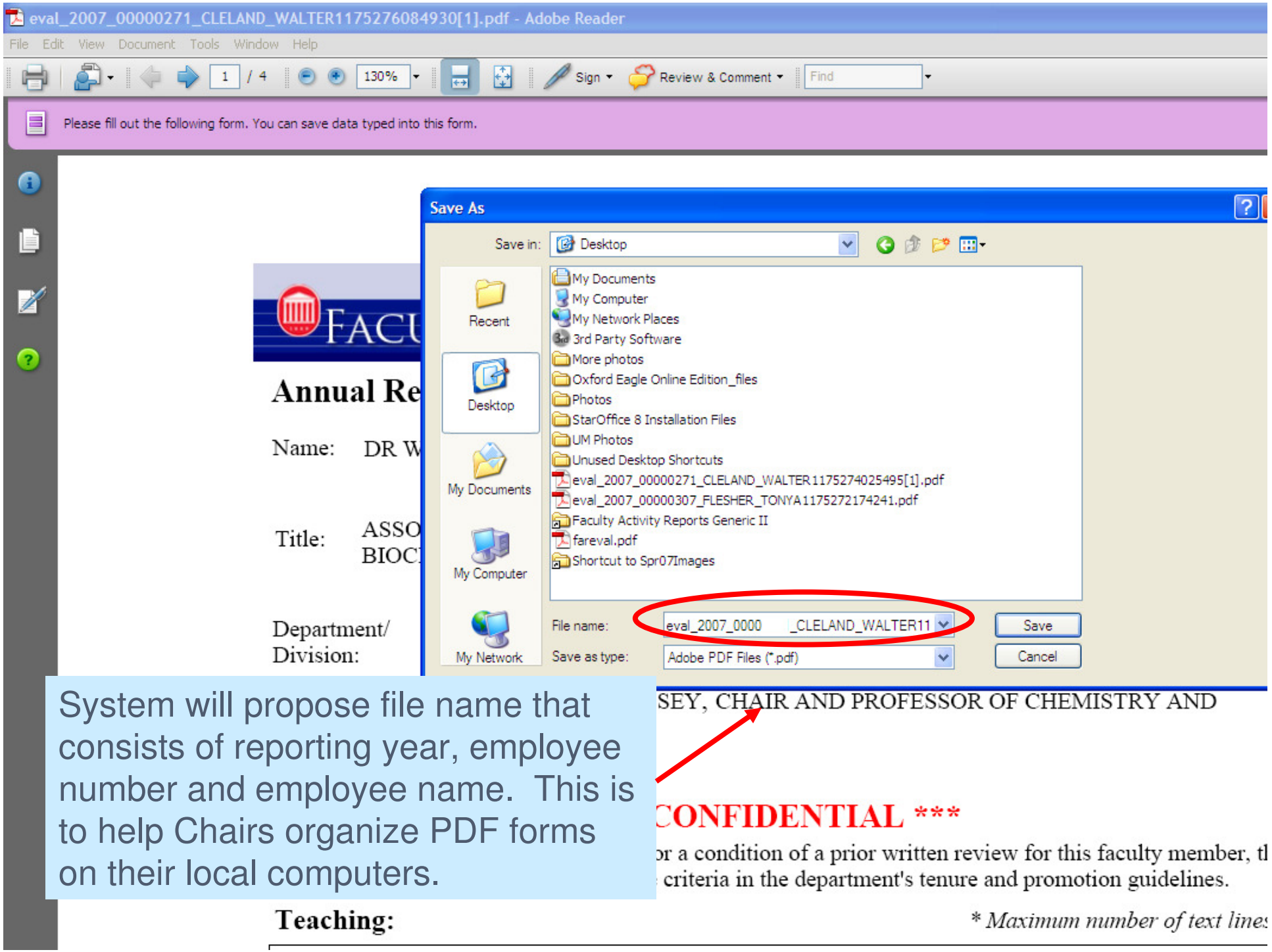
Website functionality developed by IT Web Team.
Secure Site


Faculty Activity Report
THE UNIVERSITY OF MISSISSIPPI
FACULTY ACTIVITY & EVALUATION
UM Web
Assistance
Sign Out
Faculty Activity Home
Research and Creative Activities
My Faculty Activity Reports
Edit In-Progress Report - All Sections
My Evaluations
Academic Administrator
You are searching reports and evaluations - Academic Administrator Access
You may act on any of the reports/evaluations below by selecting from the options in the drop down menu on the right.
Evaluations are interactive PDF forms and should be viewed with Adobe Acrobat or Reader, version 7.0 or higher (download free PDF reader).
Please select upload to submit existing evaluations.
Note the new options to Create/Edit Evaluations. When you select "Go," your system should try to start Adobe Reader or Acrobat and prompt you to open or save the PDF evaluation form.
The normal window for submitting Faculty Activity Reports for reporting year 2007 began on 2006-12-24 and will continue through 2007-04-15.
The window for completing Faculty Evaluations for reporting year 2007 began on 2007-01-23 and will continue through 2007-04-30.
Name
Title
Department
Report Status
Evaluation Status
Administrative Actions
CHAIRES JONATHAN
PROFESSOR OF CHEMISTRY AND BIOCHEMISTRY
CHEMISTRY & BIOCHEMISTRY
In Progress
Started on 2007-03-22.
Available to Faculty Member.
CLELAND WALTER
ASSOCIATE PROFESSOR OF CHEMISTRY AND BIOCHEMISTRY
CHEMISTRY & BIOCHEMISTRY
In Progress
Started on 2007-03-22.
Edit Evaluation
Go
CORREIA JOHN
ASSOCIATE PROFESSOR OF CHEMISTRY AND BIOCHEMISTRY
CHEMISTRY & BIOCHEMISTRY
In Progress
Started on 2007-03-22.
Edit Evaluation
Go
DAVIS STEVEN
PROFESSOR OF CHEMISTRY AND BIOCHEMISTRY
CHEMISTRY & BIOCHEMISTRY
In Progress
Started on 2007-03-23.
Edit Evaluation
Go
ASSOCIATE PROVOST, DEAN OF


eval_2007_00000271_CLELAND_WALTER1175274025495[1].pdf - Adobe Reader
File Edit View Document Tools Window Help
Please fill out the following form. You can save data typed into this form.
Highlight Fields
System will automatically fill in header information.
THE UNIVERSITY OF MISSISSIPPI
FACULTY ACTIVITY & EVALUATION
Annual Review of Faculty Member
2006-2007
Name: DR WALTER E CLELAND JR
Employee Number: 000(
Date of Hire: 08/12/1986
Title: ASSOCIATE PROFESSOR OF CHEMISTRY AND BIOCHEMISTRY
Date Last Promoted: 07/01/1992
Tenured: Yes (03/01/1992)
Department/ Division: CHEMISTRY & BIOCHEMISTRY
Submitted by: DR CHARLES L HUSSEY, CHAIR A BIOCHEMISTRY
These fields are only enabled for input in Chair Edit view.
Date Submitted: 03/30/2007
*** CONFIDENTIAL ***
Unless mutually agreed upon in writing or a condition of a prior written review for this faculty member, the evaulations below are with respect to the criteria in the department's tenure and promotion guidelines.
Teaching:
* Maximum number of text lines: 14.
This is a test
D R A F T


eval_2007_00000271_CLELAND_WALTER1175276084930[1].pdf - Adobe Reader
File Edit View Document Tools Window Help
Open... Ctrl+O
Create Adobe PDF Online...
Start Meeting...
Save Ctrl+S
Save As... Shift+Ctrl+S
Save as Text...
Attach to Email...
Revert
Close Ctrl+W
Properties... Ctrl+D
Digital Editions
Print Setup... Shift+Ctrl+P
Print... Ctrl+P
1 C:\...\eval_2007_0000027...75276084930[1].pdf
2 C:\...\eval_2007_0000027...75274025495[1].pdf
3 C:\...\eval_2007_0000027...75274025495[1].pdf
4 C:\...\eval_2007_0000030...A1175272174241.pdf
5 C:\...\eval_2007_0000030...75272174241[1].pdf
Exit Ctrl+Q
Sign
Review & Comment
Find
to this form.
Chair can save PDF to local system and complete form at his/her convenience.
THE UNIVERSITY OF
ULTY ACTIVITY & EVALUATION
eview of Faculty Member
WALTER E CLELAND JR
Employee Number
Date of Hire:
OCIATE PROFESSOR OF CHEMISTRY AND
CHEMISTRY
Date Last Promoted:
Tenured:
Department/ Division: CHEMISTRY & BIOCHEMISTRY
Submitted by: DR CHARLES L HUSSEY, CHAIR AND PROFESSOR OF CHEMISTR
BIOCHEMISTRY
Date Submitted: 03/30/2007
*** CONFIDENTIAL ***
Unless mutually agreed upon in writing or a condition of a prior written review for this facul



System will propose file name that consists of reporting year, employee number and employee name. This is to help Chairs organize PDF forms on their local computers.

Other Tips for Chairs

- Can cut and paste into the PDF evaluation form from standard word processors.
- Note that page 4 contains a large open box for any additional comments. Typically, this will be left empty.
- Sharing the Evaluation Task
  - Suppose that someone else in your department is helping you conduct evaluations. In this case, you can send the PDF form to her, let her fill it out, and then she can send it back to you to submit.

Summary

Summary: For the purpose of Post-Tenure Review, this shall be considered a

- [x] Satisfactory Review
- [ ] An Unsatisfactory Review

The Summary field occurs on page 2 and will only appear for tenured faculty members. When the form is finalized, this field will be stored permanently in SAP (HR) as part of the employee record.

Make Viewable To

Make viewable to:

- ☐ Dean as draft version
- ☐ Faculty Member

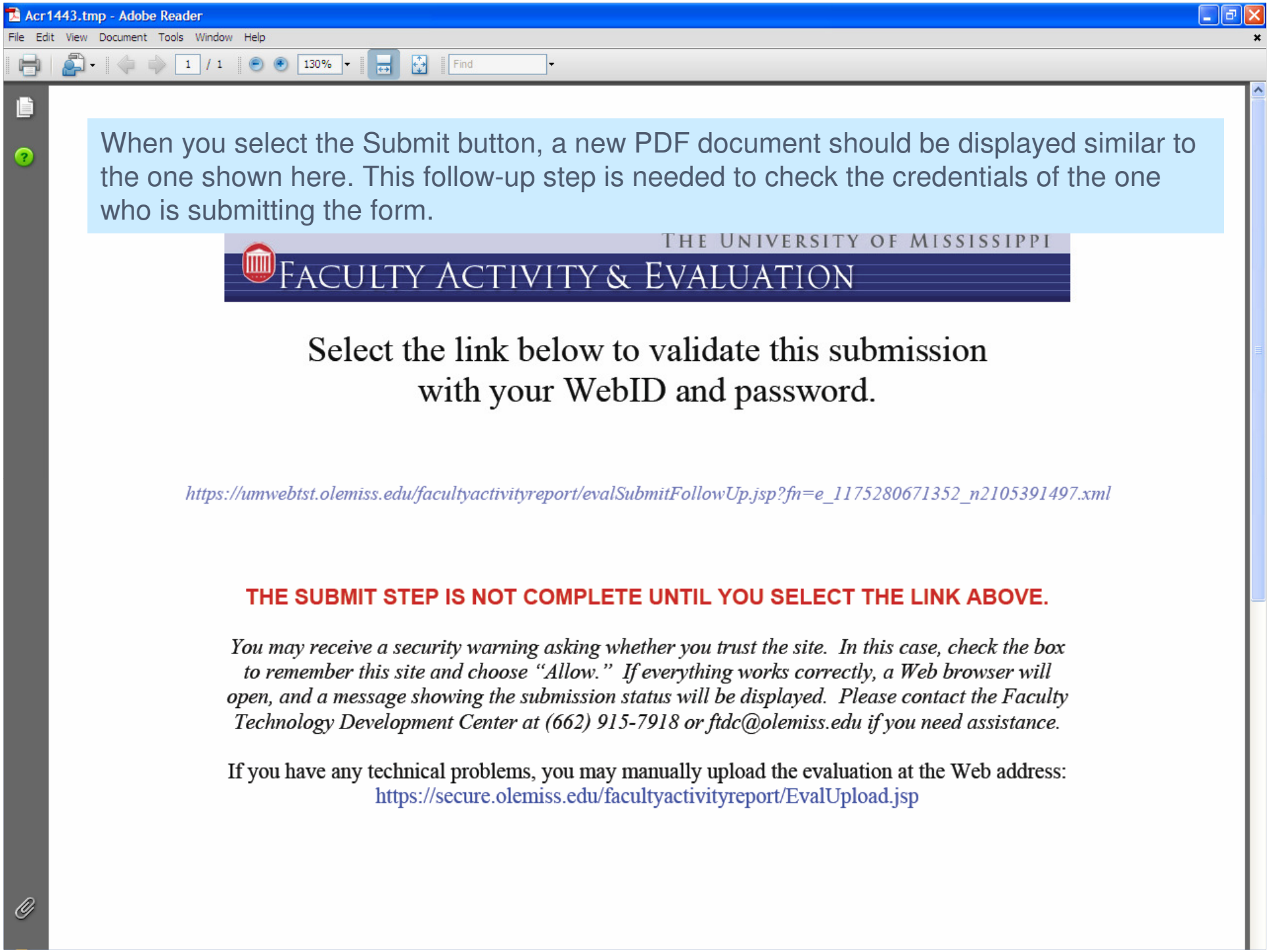
The “Make viewable to” field occurs on page 2 and is **very important**. The first option will allow your Dean to view the form in draft mode from the Academic Administrator interface. The second option will send the form to the faculty member. The faculty member will receive an e-mail message saying that he/she may view the evaluation from the “My Evaluations” tab. Neither setting will take effect until you submit the form.

The Submit Button

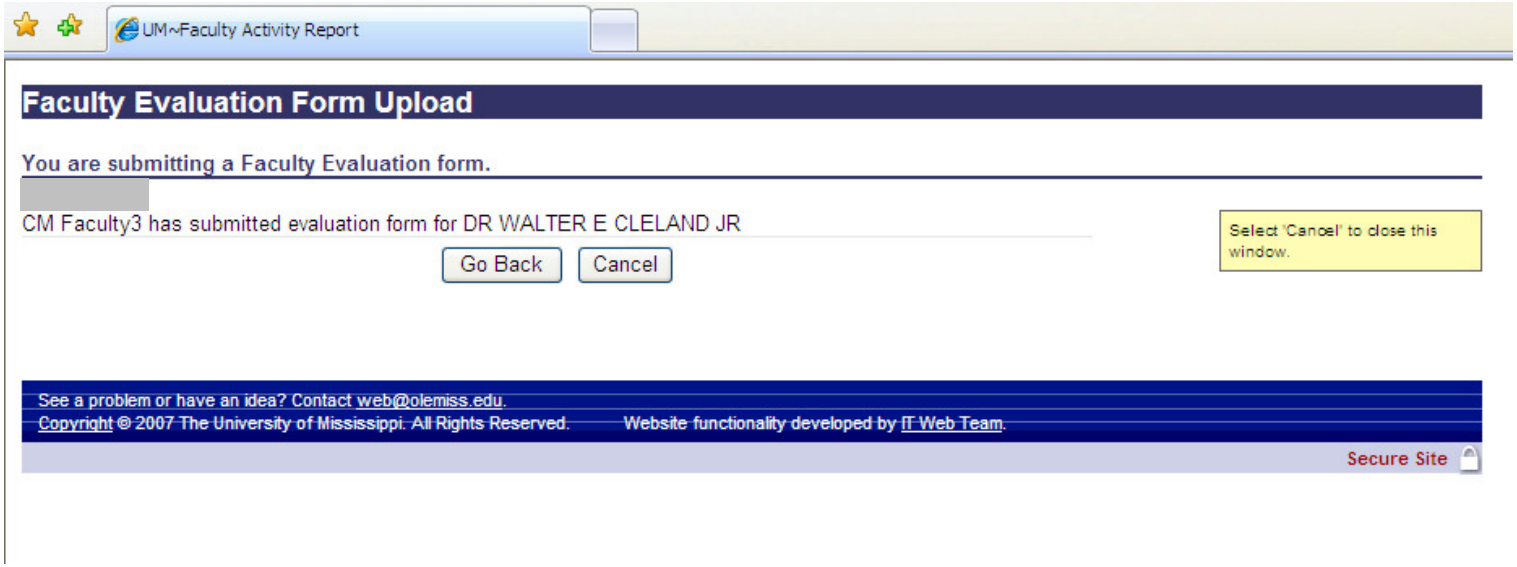
Note: *You must be connected to the Internet before selecting Submit. The Submit button only works for Windows users. If you are a Mac user or having difficulty submitting, please upload your form using this Web address: https://secure.olemiss.edu/facultyactivityreport/EvalUpload.jsp*

Submit

The Submit button occurs on page 2 for Chairs. For Windows users, this is the easiest way to submit the form. Note that although you don't have to be connected to the Internet when you enter data into the form, you do have to be connected to submit the form. A stand-alone upload form is available for Mac users and for anyone else who is having trouble getting the Submit button to work.

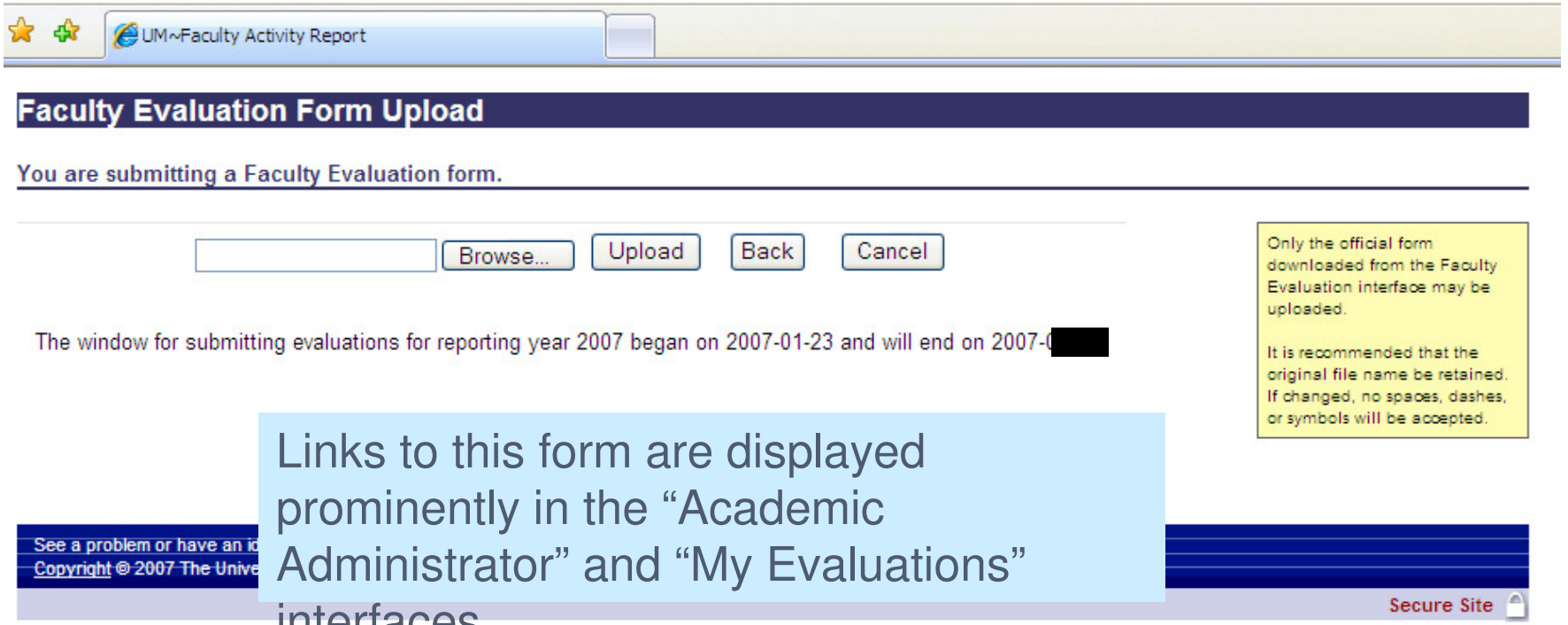

Acr1443.tmp - Adobe Reader
File Edit View Document Tools Window Help
1 / 1
130%
Find
When you select the Submit button, a new PDF document should be displayed similar to the one shown here. This follow-up step is needed to check the credentials of the one who is submitting the form.
THE UNIVERSITY OF MISSISSIPPI
FACULTY ACTIVITY & EVALUATION
Select the link below to validate this submission with your WebID and password.
https://umwebtst.olemiss.edu/facultyactivityreport/evalSubmitFollowUp.jsp?fn=e_1175280671352_n2105391497.xml
THE SUBMIT STEP IS NOT COMPLETE UNTIL YOU SELECT THE LINK ABOVE.
You may receive a security warning asking whether you trust the site. In this case, check the box to remember this site and choose "Allow." If everything works correctly, a Web browser will open, and a message showing the submission status will be displayed. Please contact the Faculty Technology Development Center at (662) 915-7918 or ftdc@olemiss.edu if you need assistance.
If you have any technical problems, you may manually upload the evaluation at the Web address:
https://secure.olemiss.edu/facultyactivityreport/EvalUpload.jsp

Submit Status Message



Once you see this message, you are finished with the submit step.

Faculty Evaluation Upload Form



Links to this form are displayed prominently in the “Academic Administrator” and “My Evaluations” interfaces.

UM~Faculty Activity Report

Faculty Evaluation Form Upload

You are submitting a Faculty Evaluation form.

Browse... Upload Back Cancel

Only the official form downloaded from the Faculty Evaluation interface may be uploaded.

It is recommended that the original file name be retained.

The window for submitting evaluations for reporting year 2007 began on 2007-01-23 and will end on 2007-04-30.

See a problem or have an idea? Contact web@olemiss.edu
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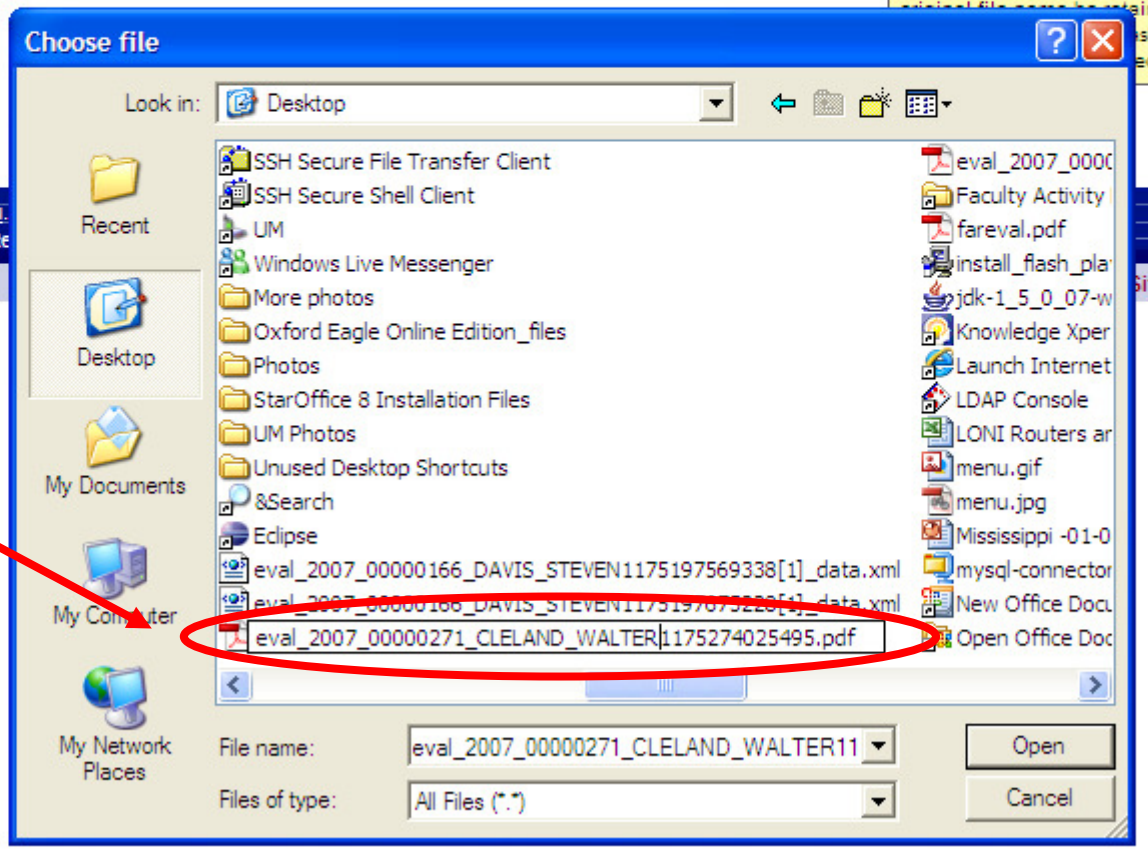
Browse your local computer to find the PDF form to upload.

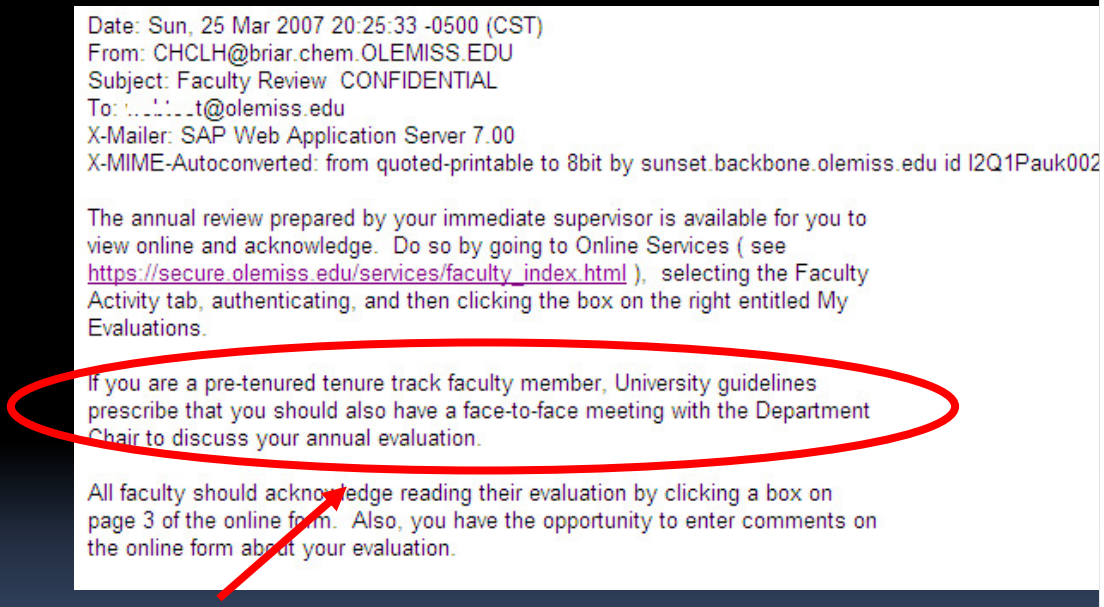


Upload Status Message

Once you see this message, you are finished with the upload step.

Making the Form Viewable to the Faculty Member

- When Chair selects “Make viewable to Faculty Member” and submits / uploads the form, the system will an send e-mail message to faculty member.



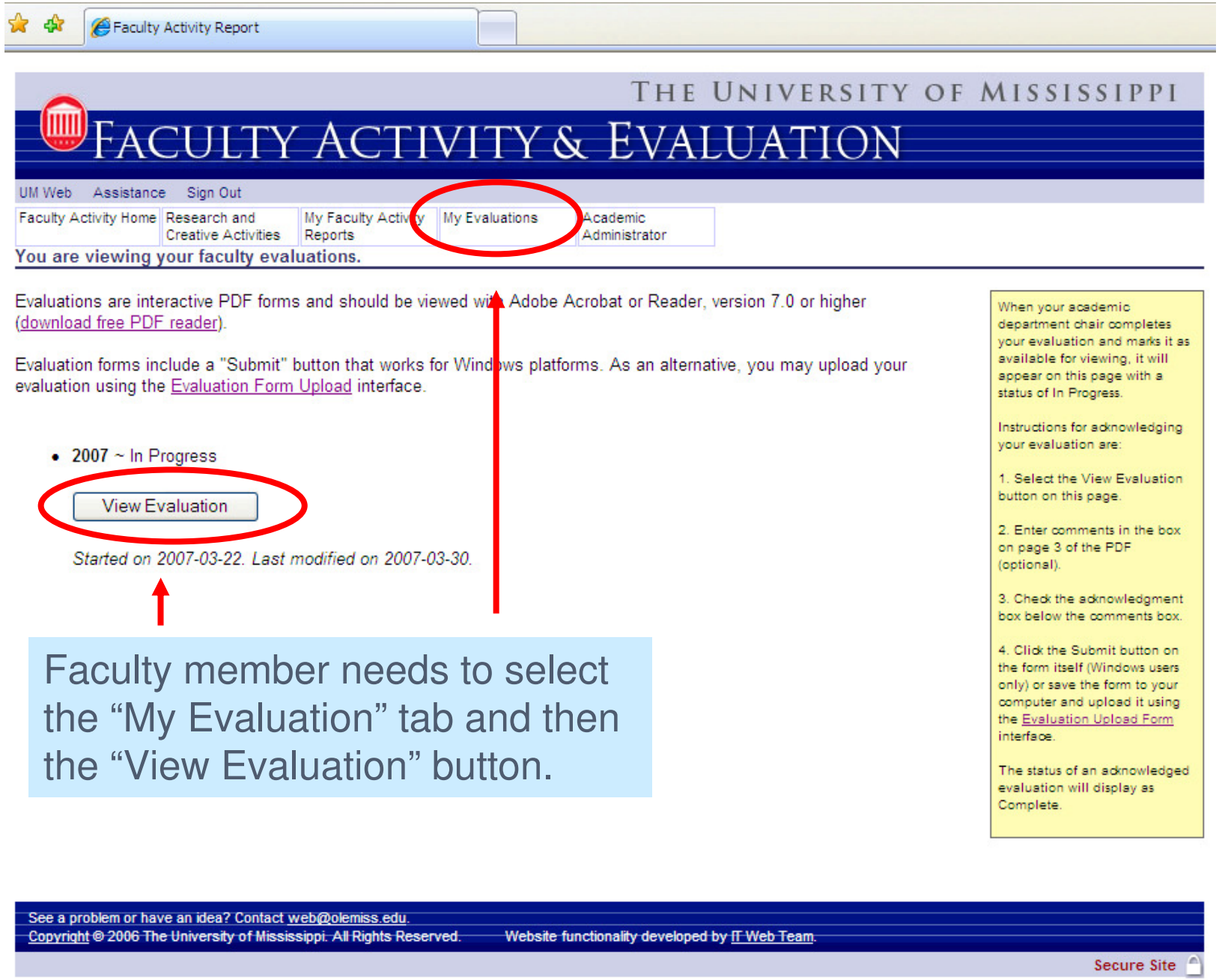
Date: Sun, 25 Mar 2007 20:25:33 -0500 (CST)
From: CHCLH@briar.chem.OLEMISS.EDU
Subject: Faculty Review CONFIDENTIAL
To: [redacted]t@olemiss.edu
X-Mailer: SAP Web Application Server 7.00
X-MIME-Autoconverted: from quoted-printable to 8bit by sunset.backbone.olemiss.edu id l2Q1Pauk002

The annual review prepared by your immediate supervisor is available for you to view online and acknowledge. Do so by going to Online Services (see https://secure.olemiss.edu/services/faculty_index.html), selecting the Faculty Activity tab, authenticating, and then clicking the box on the right entitled My Evaluations.

If you are a pre-tenured tenure track faculty member, University guidelines prescribe that you should also have a face-to-face meeting with the Department Chair to discuss your annual evaluation.

All faculty should acknowledge reading their evaluation by clicking a box on page 3 of the online form. Also, you have the opportunity to enter comments on the online form about your evaluation.

This paragraph only appears for pre-tenured tenure-track faculty members.


Faculty Activity Report
THE UNIVERSITY OF MISSISSIPPI
FACULTY ACTIVITY & EVALUATION
UM Web
Assistance
Sign Out
Faculty Activity Home
Research and Creative Activities
My Faculty Activity Reports
My Evaluations
Academic Administrator
You are viewing your faculty evaluations.
Evaluations are interactive PDF forms and should be viewed with Adobe Acrobat or Reader, version 7.0 or higher (download free PDF reader).
Evaluation forms include a "Submit" button that works for Windows platforms. As an alternative, you may upload your evaluation using the Evaluation Form Upload interface.
2007 ~ In Progress
View Evaluation
Started on 2007-03-22. Last modified on 2007-03-30.
When your academic department chair completes your evaluation and marks it as available for viewing, it will appear on this page with a status of In Progress.
Instructions for acknowledging your evaluation are:
1. Select the View Evaluation button on this page.
2. Enter comments in the box on page 3 of the PDF (optional).
3. Check the acknowledgment box below the comments box.
4. Click the Submit button on the form itself (Windows users only) or save the form to your computer and upload it using the Evaluation Upload Form interface.
The status of an acknowledged evaluation will display as Complete.
Faculty member needs to select the “My Evaluation” tab and then the “View Evaluation” button.
See a problem or have an idea? Contact web@olemiss.edu.
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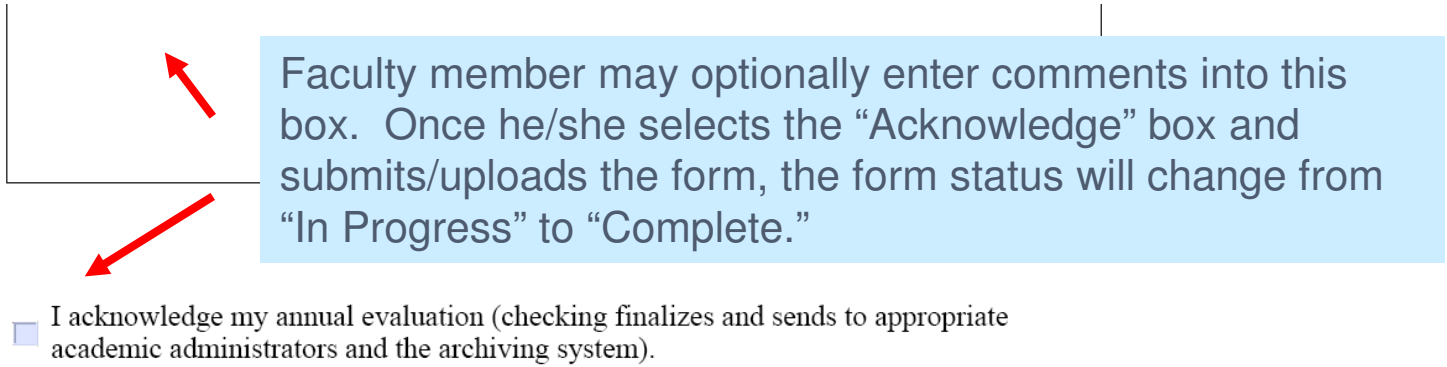
Website functionality developed by IT Web Team.
Secure Site

Faculty View



Faculty Comments

Date: Fri, 30 Mar 2007 16:06:02 -0500 (CST)
From: CLELAND@OLEMISS.EDU
Subject: Faculty Review CONFIDENTIAL
To: [redacted]t@OLEMISS.EDU
X-Mailer: SAP Web Application Server 7.00
X-MIME-Autoconverted: from quoted-printable to 8bit by sunset.backbone.olemiss.edu id l2UL636j019785

Faculty member, DR WALTER E CLELAND JR, has entered a comment regarding his or her evaluation.

I appreciate all of the kind things that Dr. Hussey has said about me.

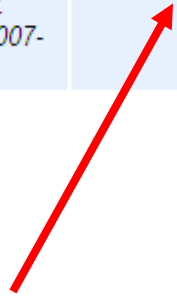
Any comments will be e-mailed to the Chair.

Evaluation Status

Status is changed from In Progress to Complete.

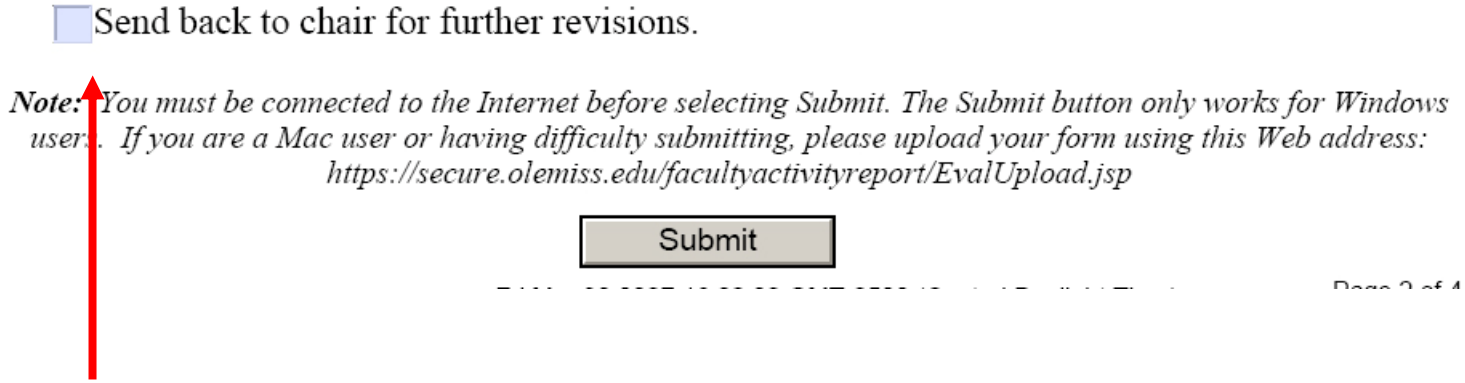
Dean View

				Member.	
CLELAND WALTER	ASSOCIATE PROFESSOR OF CHEMISTRY AND BIOCHEMISTRY	CHEMISTRY & BIOCHEMISTRY		**Complete** *Started on 2007-03-22. Acknowledged by Faculty Member. Completed on 2007-03-30.*	View Evaluation - Dean Final Go
	ASSOCIATE				



Dean has a special view while evaluation window is still open. Dean may set completed forms back to an In Progress status.

Sending Form Back to Chair



This option only appears in Dean Final view. The Chair receives an e-mail message saying that the form has been routed back.

Other Notes

- At the end of the evaluation window, any forms that were made available to faculty members but were not acknowledged will be automatically moved to a Complete status.
- The Faculty Technology Development Center has a tool that they can use to "reset" a form. This tool will only be used at the direct request of a Chair or Dean.
- A Late Evaluations report has been developed to generate lists and send out e-mail reminders to chairs who have not submitted evaluations.
- Evaluations will be archived in UM's digital imaging system once the year's evaluation activity has come to an end.

Next Steps with Adobe Interactive Forms

- Honors application
- Croft International Studies application
- Admissions applications
  - Adobe forms with ISR
- Online evaluations for staff
- Other

For More Information

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  - kfg@olemiss.edu
- Buster Hale
  - hale@olemiss.edu