

# Archivum Faculty Information System (FIS) Assignments Faculty Instructions

## Glossary:

ArchivumUSF IT's implementation of the Appian platform.

ITThe Information Technology group, responsible for developing, improving, and maintaining FIS.

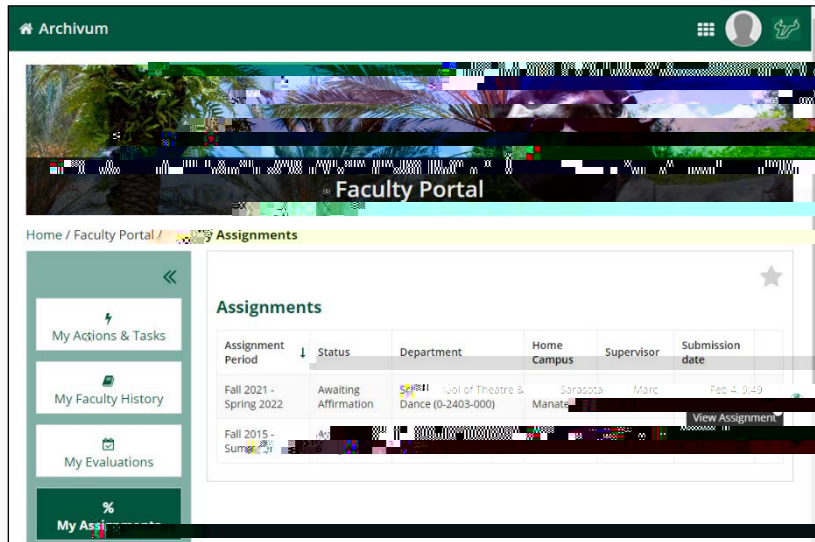
ODSThe Office of Decision Support, reporting to the Office of the Provost, is the primary support resource for FIS and represents faculty and administration in the development of FIS in concert with IT.

P.A.N. Pre-Assignment narrative. The opportunity for Faculty to have input into their Assignment and desired courses before being entered.

## GETTING STARTED

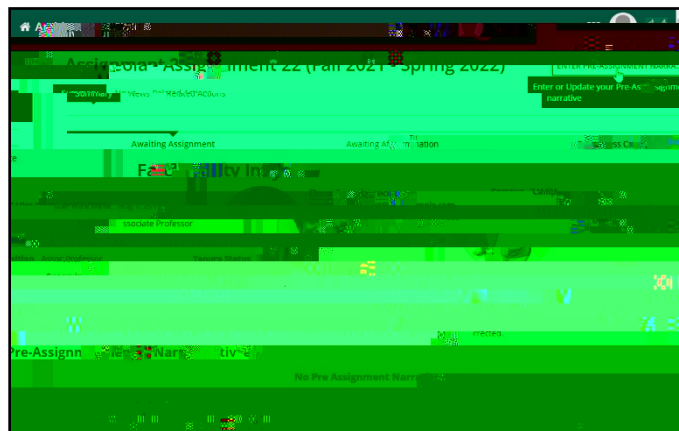
The Unit Head/Unit Liaison will initiate the process of Assignments. During the process you will receive an email message each time an action is required by you.

- ¾ To take action, log into Archivum <https://my.usf.edu> by selecting Archivum under Business Systems then enter the Faculty Portal.
- ¾ From the Faculty Portal, click on My Assignments, then click on the eye next to your Assignment.



### Pre-Assignment Narrative (P.A.N.).

- ¾ If your unit utilizes the P.A.N. process you will receive an email notifying you that you can complete the P.A.N. based on the instructions your unit provides.
  - Courses currently scheduled in Banner for the terms selected for assignment should be displayed on the screen.



¾ The Pre-Assignment Narrative text box allows you to enter the information requested by your unit to assist the Unit Head with preparing your assignment.

¾ There is also a section that



¾ If you believe your Assignment is not accurate, reach out to your Unit Head and come to an agreement on what it should be. Click Acknowledge Receipt, request consultation under the Acknowledgement heading and enter

# Appendix A

## High-Level Categories of Assignment and Examples of Activities within Each Category

Category	Examples of Types of Activities
Teaching	<ul style="list-style-type: none"> <li>x Creditbearing organized sections</li> <li>x Creditbearing laboratory course sections</li> <li>x Creditbearing individual student instruction, including theses, dissertations, independent studies, directed research, supervision of clinical activity and internships.</li> <li>x Other Instructional effort, e.g.,               <ul style="list-style-type: none"> <li>o Development/improvement/revision of teaching methods</li> <li>o Mentoring graduate teaching assistants.</li> <li>o Secondary instructional site travel if over 2 hours per course meeting</li> <li>o Program planning, development, evaluation, and oversight, such as assigned to Program Directors</li> </ul> </li> </ul>

## Appendix B FIS Detailed Categories of Assignment & Corresponding Workload Activity Categories as FAIR for Reporting

FIS Assignment Category	Workload Activity Categories
<b>Teaching</b>	
Undergraduate Organized Sections	Course Related - Course Title
Undergraduate Individual Instruction	Course Related - Course Title
Graduate Organized Sections	Course Related - Course Title
Graduate Individual Instruction	Course Related - Course Title
	Instruction Related - Supervision of Co-op
	Instruction Related - Other Instructional Effort - Non Credit
Academic Advising	Instruction Related - Academic Advising
MCOM - Medical Student Instruction	Instruction Related - Course Title
MCOM - Housestaff Instruction	Clinical Instruction
MCOM - Health Professions Instruction (Non-Housestaff)	Clinical Instruction
<b>Research</b>	
Departmental Research	Non-Instruction Related - Departed Research/Creative Activity
Sponsored Research (Optional)	Sponsored Activities - List of individual contract, grant, or project
Creative Activity	Non-Instruction Related - Departed Research/Creative Activity
<b>Service</b>	
Professional & Public Service	