December 4, 2015

Dear Faculty Director or Chair and Administrative Director:

This is the beginning of the Annual Review Process and Web Site Profile Updates to be managed through Activity Insight (AI).

The process is noted as follows:

The College hires student employees to help with data entry. The students are hired to ensure that faculty would not have to make data entry updates into AI themselves.

Departments can choose to:
- Manage the data gathering and data entry themselves. We ask that faculty not be expected to do their own data entry into AI.
- Make use of central student resources for data entry following the process below.
- Negotiate a separate agreement.

**Process**

- Wendy Bakal, COE AI Coordinator, and I will meet individually with each department director/chair, director of administration and AI Coordinator to determine specific department preferences for the AI process.
- Departments announce the program to their faculty **no later than December 15th 2015**.
- If using the central data entry services:
  - AI coordinators gather documents from the faculty and provide them to student data entry staff *via Activity Insight 2016 Box/subfolder Submissions*:
    - Marked up web profile from the current website/or narrative of specific changes, including the order in which the publications should appear. Please provide DOI numbers for new publications if you have them.
    - Any additional information the director/chair requires or the faculty member wishes to be entered into AI (eg. Updated CV, annual report formatted info collection)
  - Any paper documents submitted to the college may be scanned and loaded into the document repository by AI coordinator. (*Activity Insight 2016 Box/subfolder Submissions*)
  - Students enter the data, generate the following and email to faculty:
    - Updated Web Profile (by link or as pdf)
    - Faculty Activity Annual Report (*covering calendar year 1/1/15 to 12/31/15*)
  - Students will email the reports to faculty for review.
  - The faculty reviews the reports, marking them up as needed (*use edit/review function or make changes in different color font*).
  - Faculty makes any additional changes/corrections OR emails approval to student.
  - Student employee completes any final edits.
  - Student will provide one approval reminder for faculty.
  - If student does not receive additional corrections or email approval from faculty **within two weeks** of sending reports/corrections to faculty, **reports will be considered approved**.
  - Depending on department preferences, the students may generate and upload updated reports for the AI coordinator to provide to the faculty member.
  - Completed/Approved Faculty Activity Annual Reports will be placed in the *Activity Insight 2016 Box/subfolder Reports*
  - **Due date for updates to AI: March 1, 2016.**
• **If you are not using the central data entry service**, let college staff know which data entry method you will be using and when completed so the student employees can complete faculty reports and load them into the repository for the Dean. If you are doing the updating for your own faculty, we still would like final copies uploaded in Box (or you can email them to Wendy).

• When the process is complete, the department’s final reports will be made available to the chair or director, the admin director, who will then share them with the dean.

Roles and Responsibilities

• **Faculty**: Responsible for providing updated web profile information, CV and any other needed documents to the department’s AI Coordinator and reviewing and approving final AI reports in a timely fashion.

• **Department AI Coordinator**: This is normally the director/chair's assistant. Acts as an intermediary between the faculty and the student employees. Responsible for gathering CVs and other documents from the faculty and delivering them to the student employees. Responsible for scanning any non-electronic files for AI process.

• **Student data entry employees**: Accept work from the AI Coordinators of the departments they are assigned to; maintain status in a work flow tracking spreadsheet; enter the data from the faculty CVs and other documents into AI; provide final AI reports (web profile and Faculty Activity Annual) to faculty; and enter any corrections provided by the faculty. Students may reach out to faculty directly with specific questions about information on the documents provided.

• **COE AI Coordinator and Student supervisor**: Provide individual department bi-weekly status updates to the AI Coordinators. Address any issues that come up, reaching out to other AI staff as necessary. Work with the students, other central AI staff, and AI coordinators to facilitate the process.

Documents and Document Repository

In order to make this process move smoothly, we will maintain all the documents submitted and the final reports created in a shared folder in cornell.box.com. Departments will be given access to their directories if they wish, but they do not need to use it. They can submit documents via email. Any paper documents submitted to the college will be scanned and loaded into the document repository.

The intranet site houses documentation, document repository details as well as contact information. [https://www.engineering.cornell.edu/intranet/communications/activityinsight/index.cfm](https://www.engineering.cornell.edu/intranet/communications/activityinsight/index.cfm)

We look forward to working with you and would like you to provide feedback on what is working well, or what is not.

Thank you.

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