December 18, 2014

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 below.

The College has hired two student employees to help with data entry. The students were 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
- Department chooses approach to gathering and entering AI data. (as noted above)
- Departments announce the program to their faculty.
- If using the central data entry services
  - AI coordinators gather documents from the faculty and provide them to student data entry staff
    - Marked up web profile from the current website, including the order in which the publications should appear. If you have DOI numbers for new publications that would be helpful.
    - Any additional information the chair requires or the faculty member wishes to be entered into AI
  - Any paper documents submitted to the college will be scanned and loaded into the document repository.
  - Students enter the data and generate reports and alerts to the relevant AI coordinator. The reports are:
    - Web Profile Report
    - Web Sort Order and Tracking Report
  - Students will send the reports to faculty for review along with review instructions and sign off sheet.
  - The faculty reviews the reports, marking them up as needed and signs off on them.
  - Faculty submits any changes along with the sign off sheet to the student.
  - Student employee completes any final edits.
  - If needed, the students will generate and upload updated reports for the AI coordinator to provide to the faculty member.
  - Due date for updates to AI: March 1, 2015
- If not using the central data entry service, please let college staff know which data entry method you will be using and when done so the student employees can run the completed faculty reports and load them into the repository for the Dean and central HR staff.
• When the process is complete the department’s final reports will be made available to the chair or director, the admin director, the central HR staff, and the dean.

Roles and Responsibilities

• **Faculty:** Responsible for providing updated CV and any other needed documents to the Chair's assistant and reviewing and signing off on the final AI reports in a timely fashion.

• **Department AI Coordinator:** This is normally the 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.

• **Student data entry employees:** Accept work from the chair's assistants from the department they are assigned to; maintain status in the work flow tracking spreadsheet; enter the data from the faculty CVs and other documents into AI; provide final AI reports 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.

• **Student supervisor and AI specialist:** Provide 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 improve 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, dropbox, or campus mail. Any paper documents submitted to the college will be scanned and loaded into the document repository.

The final reports for this year will be archived until after this process is completed next year. The submitted documents will be deleted at the start of next year’s process.

A new intranet site has been set up to house all new documentation, document repository details as well as contact information and samples of reports.

**Please review at** [https://www.coecis.cornell.edu/ai](https://www.coecis.cornell.edu/ai)

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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