School of Public Affairs - Information Sheet for eFRPA

It is that time of year again – time to start thinking about our annual eFRPA – the electronic Faculty Report of Professional Activities. The eFRPA system is designed keep track of all of the great activities that our faculty have been doing each year, and annual reports are required by the university. Below is some information to assist in this process. In addition, please note that there is a User’s Guide available at the university on eFRPA: [http://www.ucdenver.edu/about/departments/InstitutionalResearch/Documents/eFRPA_Users Guide.pdf](http://www.ucdenver.edu/about/departments/InstitutionalResearch/Documents/eFRPA_Users Guide.pdf)

Steps to Completing eFRPA

1. **While the eFRPA application works best when using Firefox as your internet browser, it can be accessed with any major browser. Firefox can be downloaded here:** [http://www.mozilla.org/en-US/firefox/new](http://www.mozilla.org/en-US/firefox/new)

2. Log in to the system.
   a. Go to the OIRE User Portal: [http://www.ucdenver.edu/about/departments/InstitutionalResearch/Pages/default.aspx](http://www.ucdenver.edu/about/departments/InstitutionalResearch/Pages/default.aspx)
   b. Click "User Login" which is on the top of the left hand column.
   c. Use your university username and password to login to the system (see upper left hand box).

3. Once into the system, you need to get into FRPA. You can do so by clicking on the option titled of **“Faculty Report Professional Activities (FRPA)”** To the left of this text is an icon like this:

4. Please note that the eFRPA system is open 24 hours a day, 7 days a week, 365 days a year (except for periodic maintenance downtimes). The university encourages its use throughout the year.

5. Some information is automatically input from various departments on campus (e.g., Course data from CU-SIS, grant application data from OGC).

Courses taught are always automatically loaded, though there may be a lag in when they show up on the system. Weekly refreshes of calendar year CU-SIS data will occur each weekend through the end of the first month of the next calendar year.
Please do not input information on items that are noted in this document as being automatically input (e.g., courses taught as a part of your normal teaching load, grants that were routed through OGC).

Data sourced from external systems (e.g., ISIS, PeopleSoft, InfoEd) are typically only loaded at the end of the term (as the student-related data are only "final" after campus sign-off of "end-of-term" processing and picking just one loading time is more convenient). However, now that the systems have been in-place for several years, the system will be expanding this to more frequent/timely data loading in future.

Each screen of the eFRPA website that is sourced from non-eFRPA input data has a note to this effect with the department name and contact phone number. If you see something is incorrect, please contact the responsible name/number to get it addressed.

6. Items with the red asterisk are required. Other fields are optional.

Information on Each Section

eFRPA has several sections. Section I, the shortest of all sections, focuses on faculty name, title and school. Section II focuses on teaching and instruction. Section III focuses on research related activities. Section IV focuses on service related activities. Sections V and greater address honors, awards, recognition and additional information. For all sections, you are focusing on work done during the calendar year. A brief overview of each section of eFRPA and the required information follows. Remember that for purposes of annual evaluation, the eFRPA will be supplemented by your current CV and your annual self-evaluation, as well as any additional materials (such as the text of publications) you choose to include.

1. Section I.A: Faculty Information. This section displays faculty name, title and school information from PeopleSoft. This information is auto-input by our HR/Payroll Liaison. If this information is incorrect, please contact Elizabeth Pae.

The following sections focus on Teaching and Instruction Work. Each entry addresses a specific element of this work.

2. Section II.A. Courses Taught (Not CU-SIS). This section should be used to enter courses and classes taught outside of the CU academic system. They are not found in CU-SIS and include things like classes that are part of SPA’s Certified Public Manager program.

3. Section II.A. Courses Taught (CU-SIS). This section lists all courses for which you are instructor of record as well as enrollment numbers. This information is auto-input from CU-SIS. Courses that are a part of your normal teaching load will be added automatically so please do not add them yourselves. There may be a lag in when classes show up, but rest
assured they will appear. Please see Dawn/Antoinette if you have questions on the classes listed.

If you taught courses outside of the university, they should be listed in the previous section and not in this section.

4. **Section II.B. Individual Instruction/Supervision (Not CU-SIS).** In this section, list all students for which you are a dissertation or thesis advisor or committee member or other type of independent student reader/instructor outside of the university and outside of what is listed on CU-SIS. This information is **NOT** auto-input and you must input all required information themselves. Please include the student’s name, title of work, instructor name (chair of committee if you are not chair), date and credit hours.

   Note: It appears with the introduction of the following section (Individual Instruction/Supervision (Not CU-SIS), all information from 2015 and before is listed in this section. Just leave it here.

5. **Section II.B. Individual Instruction/Supervision (CU-SIS).** This section lists all CU students for which you are a dissertation or thesis advisor or committee member or independent student reader/instructor as per CU-SIS. This information is now auto-input! Please note that capstone second readerships are not captured in CU-SIS, and you will need to add those students to your list manually.

6. **Section II.C: Improvement of Instruction.** In this section, list work that you have done to develop and improve your courses, such as work on course development, curriculum development, course revisions, etc. Do not include activities designed to improve your ability to teach – that will be covered in Section II.G.

7. **Section II.D: Student Advising.** Input information on student advising in which you are engaged. By “advising” please only enter students who are **formally** advised by you. Informal mentoring (while important) should not go here. If you are a concentration director, you are the advisor for all students in the concentration.

8. **Section II.E. Development of Advising Programs.** List any work you have done on developing or improving formal student advising programs.

9. **Section II.F: Practice of Librarianship.** Not relevant to the School of Public Affairs.

10. **Section II.G: Teaching Skills Development.** Enter all activities related to improvement of your own teaching skills. For example, you may have attended a SPA workshop on a particular teaching topic, or been part of a study group organized by the Center for Faculty Development, or attended a teaching conference. You may have asked a colleague to attend one of your classes and provide feedback. Do not include activities related to the
improvement of existing courses or development of new courses (this goes in Section II.C. as described previously).

The following sections focus on Research Publications and Creative Work. Each entry addresses a specific type of this activity.

11. **Section III.A.1: Research Pubs/Creative Work (Books and Monographs Published).** Provide information on published books, monographs or creative work published by refereed presses. Books and monographs published by non-refereed presses belong in Section III.A.3. Do not list works that are in progress here. In progress manuscripts will be listed in the “works in progress” (section III.D) section below.

12. **Section III.A.2: Research Pubs/Creative Work (Refereed Articles/Chapters in Journals, Periodicals, Books or Scholarly Encyclopedia).** Provide information on published journal articles, chapters and scholarly encyclopedia entries that are refereed. Do not put non-refereed publications here. They go in Section III.A.3.

Please note that publications that are “in press” do not go here. They go in Section III.A.5. Research Pubs/Creative Work (Additional Publications) below. There is a drop down menu in that section where you can identify that the work has been accepted for publication.

In addition, work that is available online, but has not been published (on paper in the journal) does NOT go here. If your publication has been published online prior to publication in hard copy, list it as “in press” in section III.A.5. However, if the journal is an online journal only, your publication should be listed here with a note that it appears in an online-only journal.

13. **Section III.A.3: Research Pubs/Creative Work (Non-Refereed Articles/Chapters in Journals, Periodicals or Books).** Provide information on publications that are not peer-reviewed here. Some examples are published blogs, op-ed pieces, book chapters, journal articles, and books that are not peer-reviewed. Also included here would be publications like technical reports and research-related reports for practitioners.

14. **Section III.A.4: Research Pubs/Creative Work (Creative Works Published, Produced, Performed or Exhibited).** Faculty should input any performances published, produced, exhibited or performed. This section is usually not applicable to SPA faculty.

15. **Section III.A.5: Research Pubs/Creative Work (Additional Publications).** If you have any research pubs/creative works that cannot be listed under the four sections above, please list it here. This includes any publications that have been accepted for publication and are “in press” but not yet published (see drop down menu).
When providing information for “in press” work, please note that there are several required fields here that don’t make a lot of sense. For example, an in-press journal article that is not yet published won’t have page numbers. Still, the machine requires an entry so please type “xxx-xxx.” The system also wants a vol/page number which may not be applicable. Please enter “tba” in those cases. And eFRPA wants a year for this in-press work, when by definition (it’s in press!) it does not have a year. If the work is in press, put the current year since it is in press this current year. “Editor” is also not necessarily applicable to work listed here but it is a required field. Input the journal’s name or something similar if no editor is applicable.

16. **Section III.A.6: Research Pubs/Creative Work (Published Abstracts).** Provide information on any published abstracts.

17. **Section III.A.7: Research Pubs/Creative Work (Published Reviews).** Provide information on any published reviews of other people’s articles, books, performances, exhibitions, etc. This does not include reviews conducted that are not published.

18. **Section III.A.8: Research Pubs/Creative Work (Computer Programs).** Provide information on newly copyrighted, published, or in general use computer programs.

19. **Section III.B.1: Other Research/Creative Activities (Papers Presented at Professional Conferences but not Published).** Here you can include information on papers presented at professional conferences that have not been published. If your research is presented at a professional conference by you or a co-author, it should be described here.

20. **Section III.B.2: Other Research/Creative Activities (Editorship of Journals).** Provide information on journals for which you served as an editor, whether ongoing or a special issue. Membership on editorial boards is not included in this section – this information will be listed in the Service section.

21. **Section III.B.3: Other Research/Creative Activities (Conference Proceedings Editorship).** Provide information about any conference proceedings that for which you served as editor.

22. **Section III.B.4: Other Research/Creative Activities (Papers, Presentations, Workshops, Seminar, Colloquia).** Provide information on any other research-related activities that were not covered by an earlier section.

23. **Section III.B.5: Other Research/Creative Activities (Sabbatical/Fellowship Activities).** If you were on sabbatical or had a fellowship during all or part of the year, provide that information here.

24. **Section III.B.6: Other Research/Creative Activities (Other).** Provide information on any other research/creative work activities such as poetry readings, unpublished computer programs, etc. that don’t fit in an earlier section.
25. **Section III.C: Proposals Written and Submitted for External Funding.** Enter information on external funding proposals written and submitted regardless of the award status. Please note that awarded grants that went through the Office of Grants and Contracts are auto-input by the system. Please contact OGC at 303-724-0090 if you have questions on auto-input information (or missing information).

26. **Section III.D: Work in Progress.** In this section, include information on all research/creative works in progress, including works that are “under review” or in an “R&R” status. You may leave “end date” blank for work in progress since it is not required. Work that has been accepted for publication but is not yet published in hard copy does not belong here – it belongs in Section III.A.5. as work in press.

The following sections focus on service activities, honors/awards and recognition, as well as additional information. Each entry addresses a specific type of this activity.

27. **Section IV: Service.** In this section, you will provide information about service to the field, the profession, and the community. This includes work through scholarly service (e.g., journal article reviews or editorial board memberships), professional organizations (e.g., organizing sessions at professional conferences or serving on the board of a professional organization), or community service (e.g., serving on community boards or task forces, consulting with community organizations, serving as an expert witness, or speaking to the media).

Commencement attendance is also included in this section and is not auto-loaded.

28. **Section V: Honors, Awards and Recognition.** In this section, provide information related to honors, awards and recognitions you have received.

29. **Section VI: Additional Information.** Use this section for any additional information on professional development, continuing education activities, professional conferences attended, etc.

30. **Section VII: Areas of Expertise and Professional Interest.** This section is not used in your evaluations but will be used by the university to gather information from faculty regarding their areas of interest and expertise.

31. **Print/Export.** This section allows faculty to look at work by year, or by a series of years and export and/or print. To print or export, you must hit “edit” (to the right). Then select the year or years of interest and either print or export.

Questions? Contact the Associate Dean for Faculty Affairs or the Faculty Affairs Coordinator. For technical questions about the eFRPA, contact the Office of Research and Institutional Effectiveness at 303-315-2840.