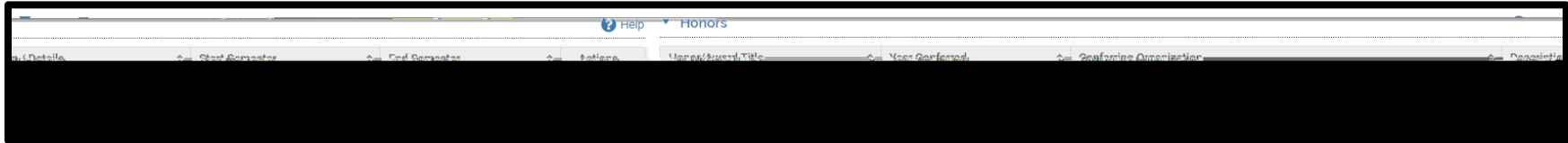



## Faculty Annual Report Guide: HonorsA

## Honors Overview



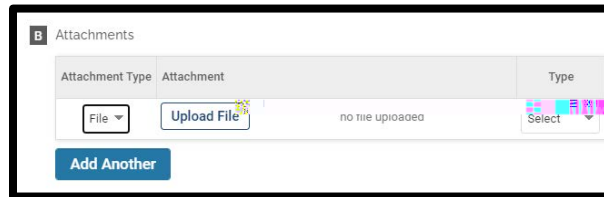
The Honors Form enables you to list any awards or honors you have received. To create an Honor activity, click on the  button.

Any previously reported Honors or Awards will also be listed and you can edit, delete, or duplicate any of the previously created Honors Forms.

## Honors Section A: Input Form (Required)

All asterisked (\*) fields are required. If any are incomplete, then

## Honors Section B: Attachments (Optional)



The screenshot shows a form titled "Attachments" with a table. The table has three columns: "Attachment Type", "Attachment", and "Type". The "Attachment Type" column contains a dropdown menu with "File" selected. The "Attachment" column contains a text input field with the placeholder text "no file uploaded" and an "Upload File" button. The "Type" column contains a dropdown menu with "Select" selected. Below the table is a blue "Add Another" button.

OR



The screenshot shows a form titled "Attachments" with a table. The table has three columns: "Attachment Type", "Attachment", and "Type". The "Attachment Type" column contains a dropdown menu with "URL" selected. The "Attachment" column contains a text input field with the URL "http://www.interfolio.com". The "Type" column contains a dropdown menu with "Select" selected. Below the table is a blue "Add Another" button.

Optional: You can upload file attachments or provide a URL to a website relevant to your Honor or Award.

## Tagging an Honor or Award with a Semester and Year

For each Honor or Award, you must tag it with a start and end semester and year. This is how it is pulled into your Faculty Annual Report (e.g., an Honor tagged Fall 2018 through Spring 2022 will show up in your 2018, 2019, 2020, 2021, and 2022 FARs).

