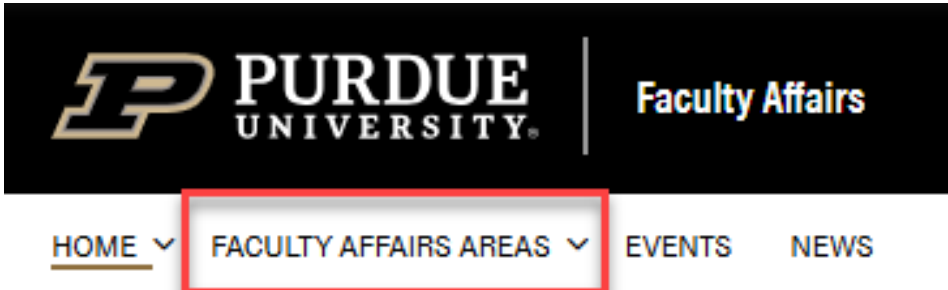The annual performance and merit review exercise in the Elements Faculty Reporting Tool is designed to accommodate the diverse expectations and practices across departments and schools. Therefore, not all departments/schools will utilize every section of the system. While all faculty are requested to curate the pre-populated 2024 activity lists in each section of Stage 1: Record and attach a CV (following head guidance on CV format), the department/school head has flexibility in determining how faculty and reviewers provide narrative responses and attach supporting documents.

This guide outlines the primary tasks faculty might complete within the Elements Faculty Reporting Tool – Stage 1 Record. Additional resources and documentation regarding Optimizing the Elements Profile, Claiming and Rejecting Items, and more can be found on the Faculty Affairs Elements Training page located at Faculty Resources>Purdue Elements>Training Resources and QRGs. Please contact your Purdue Elements College and Unit Success Managers for further assistance and guidance.
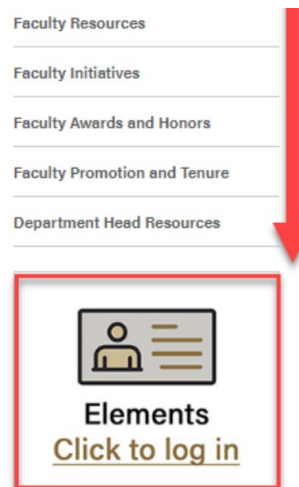
Contents

Accessing Elements Faculty Reporting Tool

To access the Elements platform, navigate to the Faculty Affairs website and **click the 'Faculty Affairs Areas' tab.**	

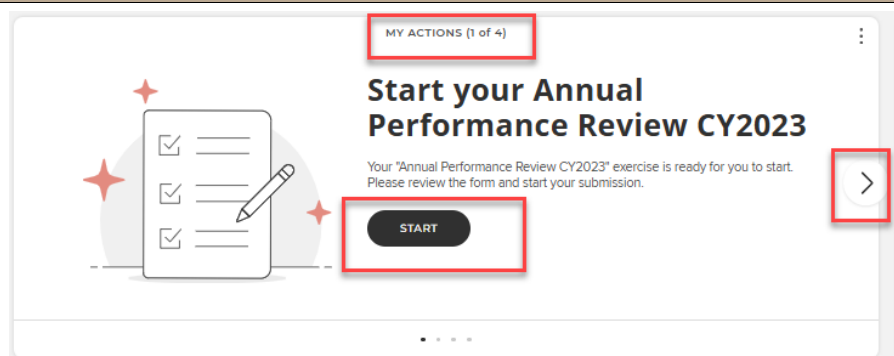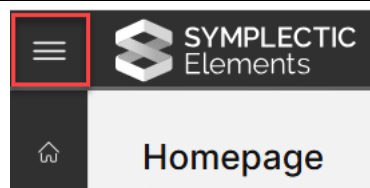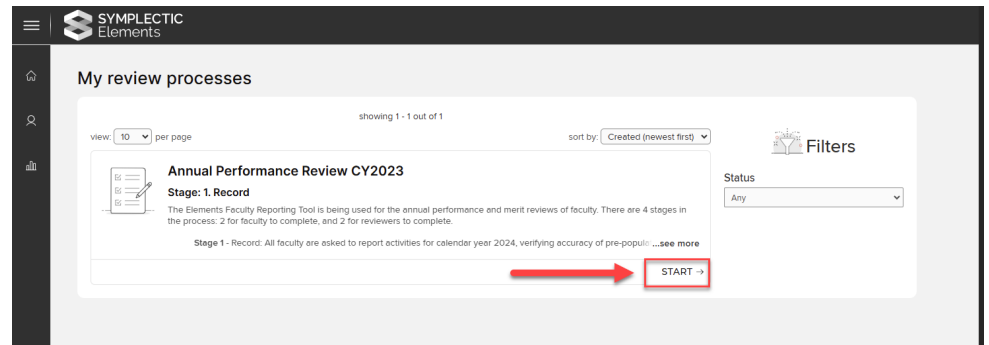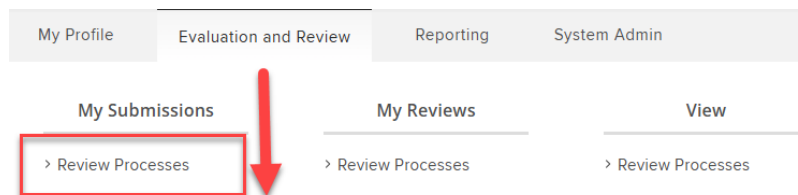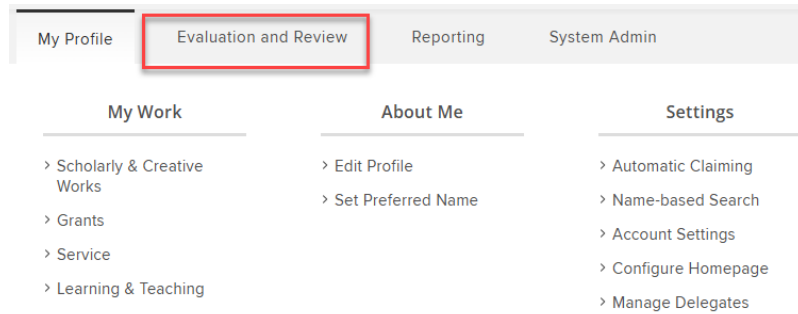|	
Select the '**Elements - Faculty Reporting Tool'** from the drop-down menu.	
Scroll to the Elements icon and **click to open** the tool.	
Click 'START' to open the Annual Performance Review exercise and the Annual Performance Review Cycle page will display.	
An alternative is to **click the three lines** located at the top left of the screen.	

Navigate to the '**Evaluation and Review**' tab.

My Profile	Evaluation and Review	Reporting	System Admin

My Work	About Me	Settings
> Scholarly & Creative Works	> Edit Profile	> Automatic Claiming
> Grants	> Set Preferred Name	> Name-based Search
> Service		> Account Settings
> Learning & Teaching		> Configure Homepage
		> Manage Delegates

Navigate to '**My Submissions**' and **click 'Review Processes'**.

My Profile	Evaluation and Review	Reporting	System Admin

My Submissions	My Reviews	View
> Review Processes	> Review Processes	> Review Processes
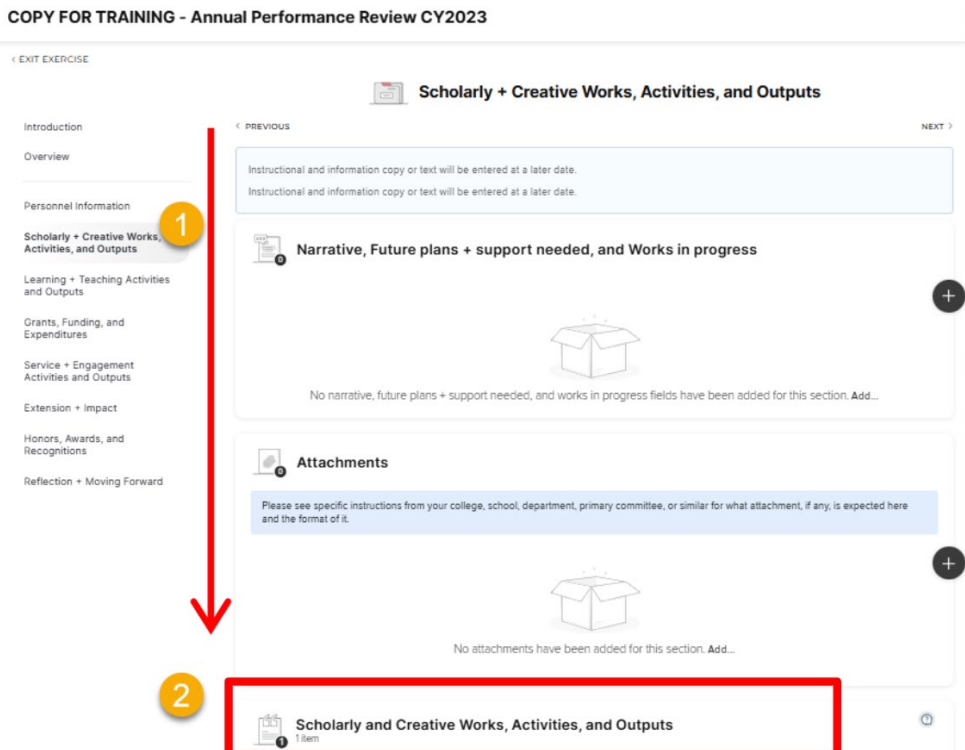
The Annual Performance Review displays. **Click "Start"** to open Stage 1: Record.

My review processes

view: 10 per page   showing 1 - 1 out of 1   sort by: Created (newest first)   Filters

Status: Any

Annual Performance Review CY2023
Stage: 1. Record
The Elements Faculty Reporting Tool is being used for the annual performance and merit reviews of faculty. There are 4 stages in the process: 2 for faculty to complete, and 2 for reviewers to complete.

Stage 1 - Record: All faculty are asked to report activities for calendar year 2024, verifying accuracy of pre-populate...**see more**

START →

Section Navigation: Scholarly & Creative Works; Grants; Service, Learning and Teaching

To view a section from the Elements homepage, use the left-hand menu and **click the section title** you wish to view.

Introduction

Overview

Scholarly & Creative Works, Activities, and Outputs

Learning & Teaching Activities and Outputs

Grants, Funding, and Expenditures

Service & Engagement Activities and Outputs

Honors, Awards, and Recognitions

Reflection & Moving Forward

Extension & Impact

Nominate Colleague

Personnel Information

Attach CV

You may also utilize the '**PREVIOUS**' or '**NEXT**' buttons located at the top or bottom of the page.	**Scholarly & Creative Works, Activities, and Outputs** < PREVIOUS NEXT >
As you work in each section you will use the '**SAVE**' feature to save your work while in progress.	SAVE
Please **DO NOT HIT 'SUBMIT'** until you are ready to fully submit the exercise for a Department/School Head or other reviewer to review your record.	SU~~BMIT~~
Navigate to the item you want to review, **click on the title**, and scroll down to **the 'Activities and Outputs'** segment.	COPY FOR TRAINING - Annual Performance Review CY2023 < EXIT EXERCISE **Scholarly + Creative Works, Activities, and Outputs** Introduction Overview Personnel Information **Scholarly + Creative Works, Activities, and Outputs** ① Learning + Teaching Activities and Outputs Grants, Funding, and Expenditures Service + Engagement Activities and Outputs Extension + Impact Honors, Awards, and Recognitions Reflection + Moving Forward < PREVIOUS NEXT > Instructional and information copy or text will be entered at a later date. Instructional and information copy or text will be entered at a later date. **Narrative, Future plans + support needed, and Works in progress** No narrative, future plans + support needed, and works in progress fields have been added for this section. Add... **Attachments** Please see specific instructions from your college, school, department, primary committee, or similar for what attachment, if any, is expected here and the format of it. No attachments have been added for this section. Add... ② **Scholarly and Creative Works, Activities, and Outputs** 1 item

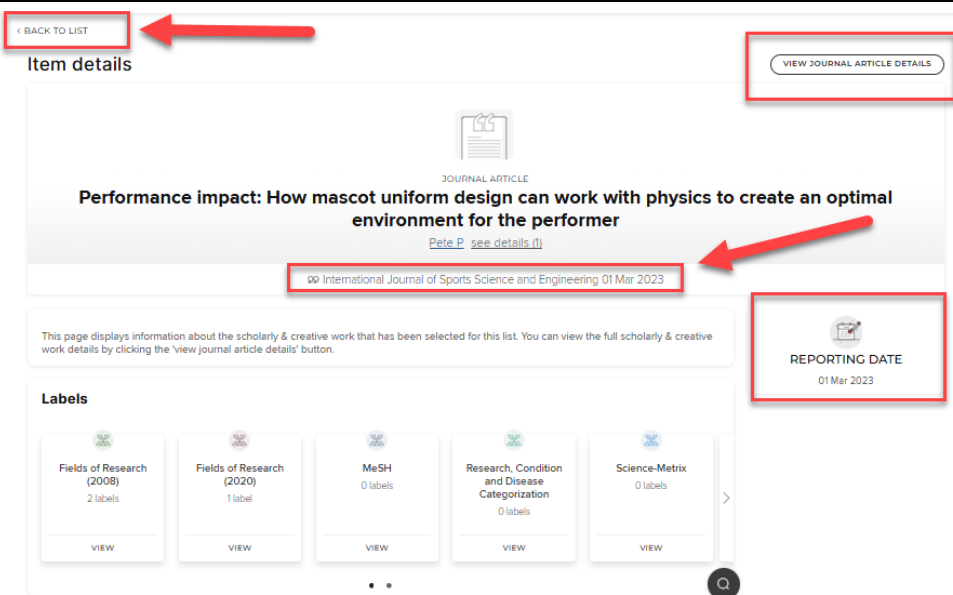|	
Scroll to the first item listed and click '**View Item Detail**s' to open the record.	**Scholarly and Creative Works, Activities, and Outputs** 1 item Instructional and information copy or text will be entered at a later date. Instructional and information copy or text will be entered at a later date. 1 item 10 ▾ per page 1-1 out of 1 REMOVE ALL VIEW ITEM DETAILS → Performance impact: How mascot uniform design can work with physics to create an optimal environment for the performer 1 JOURNAL ARTICLE Pete P International Journal of Sports Science and Engineering 01 Mar 2023 Reporting Date: 01 Mar 2023 REMOVE SUMMARY LABELS (3)
When you are ready to review the next item click '**BACK TO LIST**' located in the upper left-hand corner of the screen. Click into other records in the list to access them. If there are missing items for the calendar year, please check that the information and dates in your Elements homepage profile are accurate and revise as needed.	‹ BACK TO LIST VIEW JOURNAL ARTICLE DETAILS **Item details** JOURNAL ARTICLE **Performance impact: How mascot uniform design can work with physics to create an optimal environment for the performer** Pete P _see details (1)_ International Journal of Sports Science and Engineering 01 Mar 2023 This page displays information about the scholarly & creative work that has been selected for this list. You can view the full scholarly & creative work details by clicking the 'view journal article details' button. REPORTING DATE 01 Mar 2023 **Labels** Fields of Research (2008) 2 labels Fields of Research (2020) 1 label MeSH 0 labels Research, Condition and Disease Categorization 0 labels Science-Metrix 0 labels VIEW VIEW VIEW VIEW VIEW
To open the '**Narrative, Future plans + support needed, and Works in progress**' segment, **click on the plus sign** located just below the segment title.	**Narrative, Future plans + support needed, and Works in progress** + Add narrative, future plans + support needed, and works in progress No narrative, future plans + support needed, and works in progress fields have been added for this section. Add...

The page will display four open text boxes.

There are no character limits for these text boxes, and no formatting capability.

We recommend completing the writing of each segment in a word document and then cutting and pasting the content into the text boxes once you are ready to complete this section.

REVIEW PROCESSES › COPY FOR TRAINING - ANNUAL PERFORMANCE REVIEW CY2023

Scholarly + Creative Works, Activities, and Outputs
Instructional and information copy or text will be entered at a later date.

Narrative, Future plans + support needed, and Works in progress   Cancel   Save   Save and exit

Essential Information

Narrative

Briefly summarize the most important developments in your research program for this performance cycle. Please refer to documentation, guidelines, or any other communications from your department, school, primary committee or similar for what needs to be included or addressed in this narrative.

Plans for the future and support needed   ?

Other   ?

Works in progress   ?

If you are completing more than one text box, you may click **'Save'** and continue to work within the page.

Once you are ready to move on, click '**Save and exit'** to return to the segment landing page.

Finally, please note that if you click 'Cancel' it will remove any items you have written since your last save.

REVIEW PROCESSES › COPY FOR TRAINING - ANNUAL PERFORMANCE REVIEW CY2023

Scholarly + Creative Works, Activities, and Outputs
Instructional and information copy or text will be entered at a later date.

Narrative, Future plans + support needed, and Works in progress   Cancel   Save   Save and exit

Save and continue editing

Scroll to the 'Attachments' segment and then navigate to the right side of the open text box and click the plus sign.

Attachments

Please see specific instructions from your college, school, department, primary committee, or similar for what attachment, if any, is expected here and the format of it.

1   +

Add attachment

No attachments have been added for this section. Add...

The **'Add an attachment'** box will display. You may **drag and drop** a file or **browse** to choose a file and then **click 'Open'** to verify the file uploaded and then click '**SAVE'.**

Add an attachment

Choose a file *

Drag file here or browse to choose

CANCEL   SAVE

File name: Elements Attachment   All Files   Open   Cancel

Add an attachment

Choose a file *

Elements Attachment.pdf ✓

Description

CANCEL   SAVE

Reflection & Moving Forward

The 'Reflection & Moving Forward' section allows you to briefly summarize and evaluate the degree to which you achieved your goals during the last calendar year.

Please share how you plan to sustain or improve your performance in this area during the next calendar year.

Additionally, please share what support, resources, or changes would facilitate your sustained or improved performance in this area in the upcoming year.

REVIEW PROCESSES > ANNUAL PERFORMANCE REVIEW CY: 023 WITH CHANGES
Reflection + Moving Forward
Instructional and information copy or text will be entered at a later date.

Narrative and Future plans + support needed   Cancel Save Save and exit

Essential Information

Reflection on past year   ?

Plans for the future and support needed   ?

Other   ?

Nominate Colleague

The 'Nominate Colleague' section is an opportunity to collect and share any information about a colleague you think deserves an award, honor, or other recognition.

You will provide your colleague's first and last name, the award's name, and a website address where more information may be found about the award or recognition.
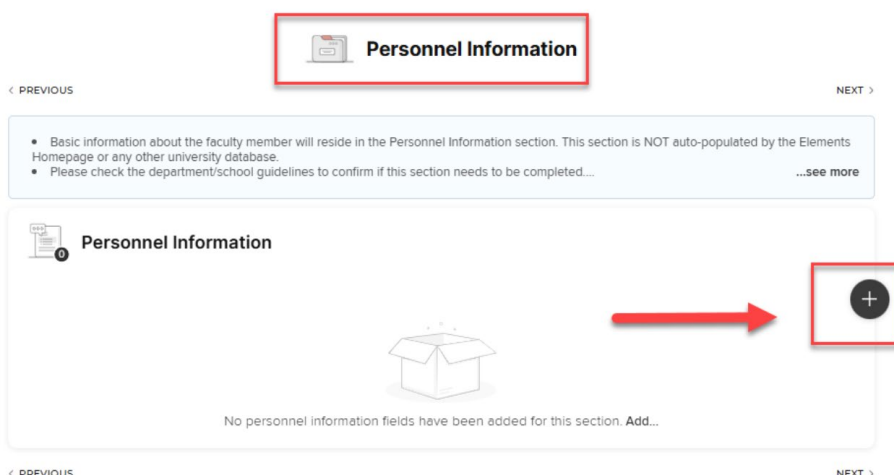

Extension & Impact

The 'Extension & Impact' section will only be completed by faculty that had activity within Purdue Extension. Therefore, if you do not perform any extension activities this section may be left completely blank. Faculty with extension activities will review and add activity, and provide feedback and attachments, as directed by the departments/schools.

Personnel Navigation

Basic information about you as a faculty member will reside in the 'Personnel Information' section. This section is NOT auto populated by the Elements Homepage or other university databases. Please check with your department/school guidelines on expectations for what information you are to provide in this section.

To access the questionnaire, **click the plus sign** located on the far-right side of the 'Personnel Information' window.

Each topic displays a question mark/help prompt. **Please complete each item as directed by the prompt.**

Provide the number of years since your terminal degree, the number years employed at Purdue, and information about your current rank, title, or appointments.

Select the appropriate rank or job title using the drop-down menu to display the list.

Click 'Save and exit' in the upper right-hand corner.

Personnel Information

Personnel Information   Cancel   Save   Save and exit

Essential Information

Years Since Terminal Degree		? Please indicate the number of years since you completed your PhD or other degree/credential.
Years of Employment at Purdue		?
Current Rank or Job Title	[None]	?
Years in Current Rank		?
Non-Faculty Secondary Appointment		?

CV Upload

Please upload a recent copy of your CV (Curriculum vitae) by navigating to the '**Attach CV**' section. **Scroll** to attachments and **click the plus sign**.

Attachments

Upload your up-to-date CV. Please see instructions or guidelines from your school or department for the expected format of this document.

1 → +

No attachments have been added for this section. Add...

< PREVIOUS   NEXT >

You **may drag or drop** the file into the section or select '**browse**' and upload the **CV** from your computer file directory.

Add an attachment

Choose a file •

2 → Drag file here or browse to choose

CANCEL   SAVE

Click 'Save' *It is important to note that the CV does not replace checking the accuracy and completeness of pre-populated activities and outputs information in the Elements reporting exercise.* *Attaching the CV is the final step before you check and submit your review.*	Add an attachment Choose a file * Purdue Pete CV.docx 🗑 Description CANCEL **SAVE** 3

Navigating the Overview

|	
The 'Overview' section provides you with a high-level overview. *It does not provide detailed information, but it will tell you basic metrics for each section.* *It operates in a continuous view setting as you scroll through each section.*	**Overview** ‹ PREVIOUS NEXT › **Purdue Pete** Professor of Mechanical Engr | College of Engineering ⓘ There is 1 warning show ⌄ **Scholarly & Creative Works, Activities, and Outputs** Narrative, Future plans & support needed, and Works in progress 3 narrative, future plans & support needed, and works in progress fields › Attachments 0 attachments › Scholarly & Creative Works, Activities, and Outputs 5 items › ⓘ There are 2 warnings show ⌄ **Learning & Teaching Activities and Outputs** Narrative, Future Plans & Support Needed, and Works in Progress 0 narrative, future plans & support needed, and works in progress fields › Attachments 0 attachments › Learning & Teaching Activities and Outputs 5 items › ⓘ There are 2 warnings show ⌄ **Grants, Funding, and Expenditures** Narrative, Future Plans & Support Needed, and Works in Progress 0 narrative, future plans & support needed, and works in progress fields

|	
Click 'Overview' located on the menu on the left-hand side of the screen. **Use the scroll bar** located on the far right-hand side of your screen **to navigate** down to view all sections that need to be reviewed.	
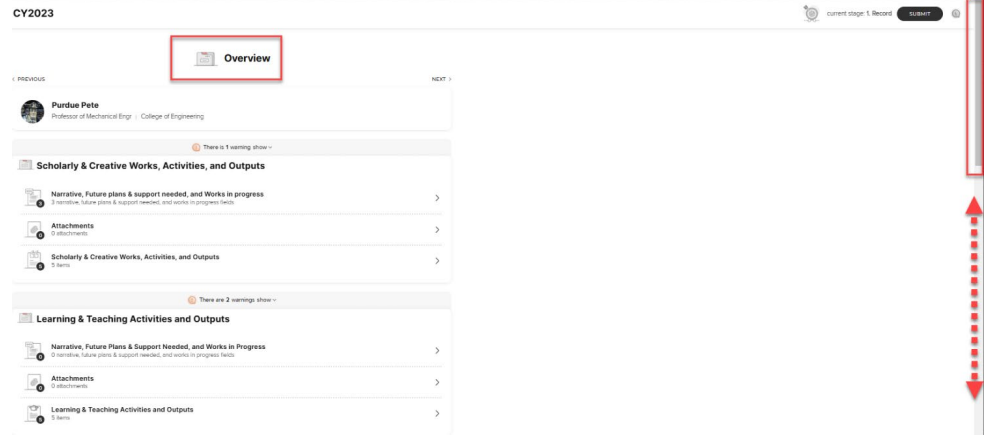
Downloading the Data Report

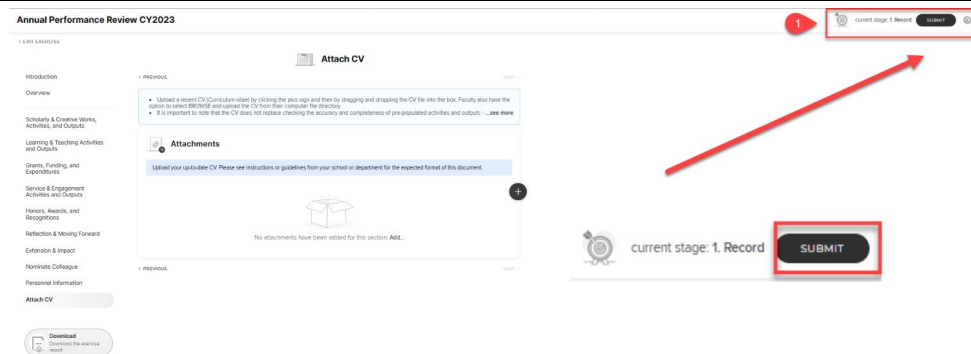|	
Navigate to the menu located on the left-hand side of the screen and scroll to the bottom of the list. **Click 'Download'** and the export window will display.	
Select 'PDF' and **click 'DOWNLOAD'.** The system will respond with a 'rendering' notification.	
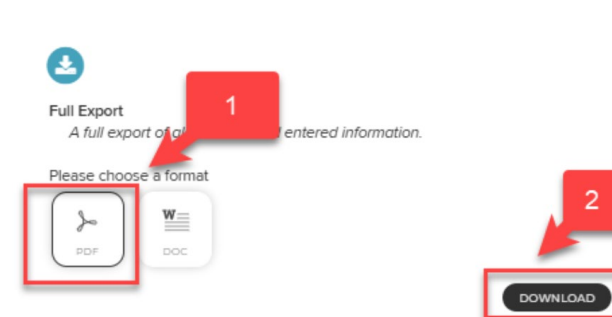
Once the download is complete, a pop up notifying you that it is ready to download will appear on the upper right-hand corner of your screen.	
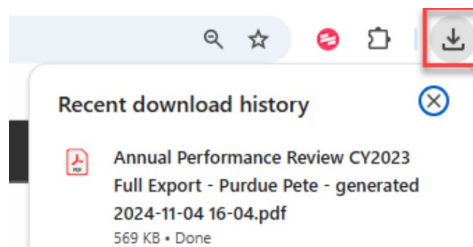
Submitting the Record

Navigate to the upper right-hand corner of the Elements screen. **Click 'Submit'.**	
Check the acknowledgement box stating that you understand that no further edits are allowed once documentation is submitted. **Scroll** down to the bottom of the summary and **click the 'CONFIRM'.** *Once you click 'CONFIRM', you will notice that the record status changes from Current Stage 1 Record to Stage 2 Review.*	