

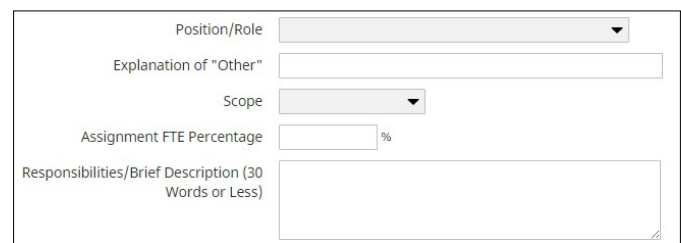
Entering IANR Administrative and Unit Priorities Content

The Administration section of Activity Insight includes four areas. Content in these areas will appear in both the IANR Annual Report of Administrative Leadership and the IANR Annual Report of Faculty Activities.

- Administrative Assignments
- IANR Unit Priorities
- IANR Administrative Leadership
- IANR Support and Professional Development Needs

Administrative Assignments

- 1) Click on the **Add New Item** button to create a new Administrative Assignments record.
- OR -
Click on the **record title** to update a record.
- 2) Select the correct **Position/Role** option as this is used in the Annual Report. If you select Other, complete the “Explanation” text box as that will show for your Administrative Role title.
- 3) The **Scope**, **Assignment FTE Percentage**, and **Responsibilities/Brief Description** fields are NOT used in the IANR Annual Report, but need to be completed for UNL reporting.
- 4) Complete the **Start Date**. You may leave the End Date blank so that the record will display in future reports. Complete the End Date when the Administrative Assignment ends.
- 5) When finished, click on the **Save** button.



The screenshot shows a form with the following fields:

- Position/Role: A dropdown menu.
- Explanation of "Other": A text input field.
- Scope: A dropdown menu.
- Assignment FTE Percentage: A text input field followed by a percent sign (%).
- Responsibilities/Brief Description (30 Words or Less): A large text area with a character count indicator.

IANR Unit Priorities

- 1) Click on the **Add New Item** button to create a new Unit Priorities record.
- Or -
Click on the **record title** to update a record.
- 2) Select the correct **Calendar Year**. There should only be ONE record per calendar year.
- 3) **Please identify at least three and up to five Priorities** that your unit will likely pursue in the indicated year. The priorities could address any or all of IANR missions, could be structural, or could focus on unit culture.

- a) Enter each Priority in a separate text box.
- b) To add more than three priorities, select 1 or 2 in the “priority rows” drop-down menu and click on the **Add** button.
- c) **Each priority is limited to 300 characters** (including spaces and blank lines).

- 4) The **Accomplishments and Significant Impacts** statements for all priorities are entered in one text box. This section should be completed for the recently finished calendar/reporting year. **Entry is limited to 600 characters** (including spaces and blank lines).
- 5) When finished, click on the **Save** button.

IANR Administrative Leadership

- 1) Click on the **Add New Item** button to enter a new Administrative Leadership record.
- Or -
Click on the **record title** to update a record.

- 2) Select the correct **Calendar Year**. There should only be ONE record per calendar year.

- 3) Please **identify up to five Administrative Leadership Priorities** for the year. These priorities should focus on projects, programs or opportunities for which you will engage your leadership skills to make progress. Under each priority, you are encouraged to identify specific action objectives.

- a) Enter each Leadership Priority in a separate text box.
- b) To add more than three priorities, select 1 or 2 in the “priority rows” drop-down menu and click on the **Add** button.
- c) Each Administrative Leadership Priority item is **limited to 300 characters** (including spaces and blank lines).

- 4) The **Accomplishments and Significant Impacts** statements for all priorities are entered in one text box. This section should be completed for the recently finished calendar/reporting year. **Entry is limited to 600 characters** (including spaces and blank lines).
- 5) When finished, click on the **Save** button.

IANR Support and Professional Development Needs

(This section is optional)

What support will you need to accomplish your administrative leadership priorities? What types of professional development would position you to be successful in your leadership endeavors?

- 1) Click on the **Add New Item** button to enter a new Support and Professional Development Needs record.
- Or -
Click on the **record title** to update a record.
- 2) Select the correct **Calendar Year**. There should only be ONE record per calendar year.
- 3) Enter content in the **Support and Professional Development** text box. *Entry is limited to 600 characters* (including spaces and blank lines).
- 4) Enter content in the **Accomplishments and Significant Impacts** text box as needed. This section should be completed for the recently finished calendar/reporting year. *Entry is limited to 300 characters* (including spaces and blank lines).
- 5) When finished, click on the **Save** button.



Support and Professional Development	
Accomplishments and Significant Impacts related to Professional Development	