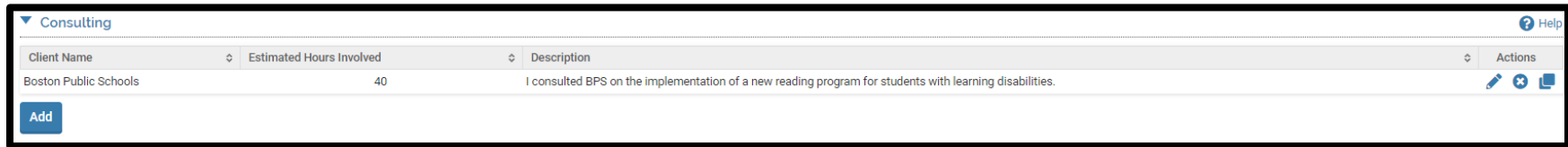





Faculty Annual Report Guide: Consulting

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Consulting Overview



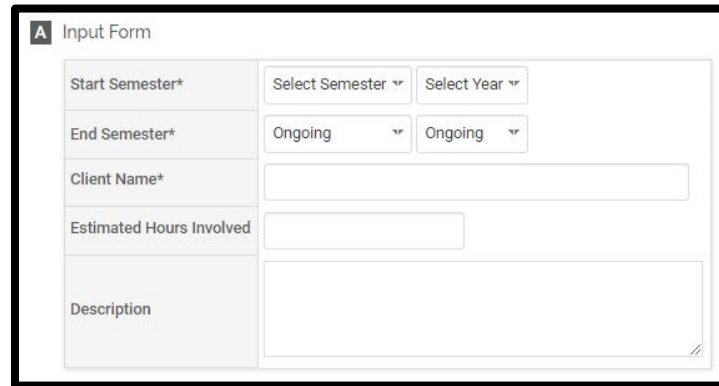
Client Name	Estimated Hours Involved	Description	Actions
Boston Public Schools	40	I consulted BPS on the implementation of a new reading program for students with learning disabilities.	  

[Add](#)

The Consulting Form enables you to report consulting activities. To report Consulting activities, click on the  button.

Any previously created Consulting activities will also be listed and you can edit, delete, or duplicate any of these previously reported activities.

Consulting Section A: Input Form (Required)

Appearance

The screenshot shows a web form titled "Input Form" with a tab icon "A". The form contains the following fields:

Start Semester*	Select Semester ▾	Select Year ▾
End Semester*	Ongoing ▾	Ongoing ▾
Client Name*	<input type="text"/>	
Estimated Hours Involved	<input type="text"/>	
Description	<input type="text"/>	

Editing

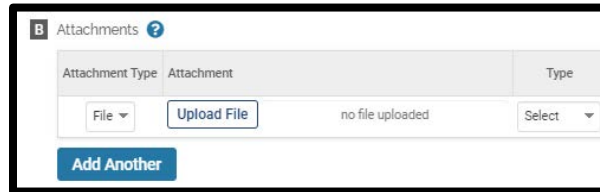
All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the start and end semester of Consulting (see p. 5), and the client name:

Optional: Estimated hours involved (specify if yearly, monthly, or weekly), and a description of the consulting activity.

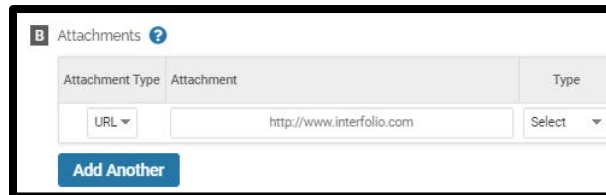
Consulting Section B: Attachments (Optional)

Appearance



The screenshot shows a form titled "Attachments" with a question mark icon. It features a table with three columns: "Attachment Type", "Attachment", and "Type". The "Attachment Type" column has a dropdown menu set to "File". The "Attachment" column contains an "Upload File" button and the text "no file uploaded". The "Type" column has a "Select" dropdown menu. Below the table is a blue "Add Another" button.

OR



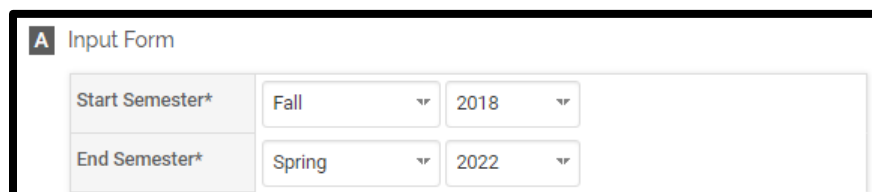
The screenshot shows a form titled "Attachments" with a question mark icon. It features a table with three columns: "Attachment Type", "Attachment", and "Type". The "Attachment Type" column has a dropdown menu set to "URL". The "Attachment" column contains a text input field with the URL "http://www.interfolio.com".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

Editing

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

Tagging a Consulting Activity with a Semester and Year

For each Consulting activity, 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., a Consulting activity tagged Fall 2018 through Spring 2022 will show up in your 2018, 2019, 2020, 2021, and 2022 FARs).



The image shows a screenshot of a web-based 'Input Form' for tagging a consulting activity. The form is titled 'Input Form' and contains two rows of dropdown menus. The first row is labeled 'Start Semester*' and has two dropdown menus: the first is set to 'Fall' and the second is set to '2018'. The second row is labeled 'End Semester*' and has two dropdown menus: the first is set to 'Spring' and the second is set to '2022'. The entire form is enclosed in a black rectangular border.

Input Form	
Start Semester*	Fall 2018
End Semester*	Spring 2022