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Subject Submission for the 03/04 Faculty Addendum

To: All Faculty

The Provost is soliciting information from all University faculty
regarding their scholarly, teaching and service activities during the
past academic year. The document for collecting this important
information is the Faculty Annual Addendum and should be done as an
on-line document. The purpose of the on-line faculty addendum is to
facilitate the collection of important information about Stony Brook
faculty and to make that information available to the appropriate
chairs, deans, and other individuals that need it. The addendum is a
very valuable source of information about the activities and
achievements of our faculty, both for matters of individual concern,
such as promotion, reappointment and merit increases, and for matters
of institutional concern, such as the department/program annual
report. The period covered is June 1, 2003 through May 31, 2004.
The Provost expects that all faculty who will be recommended for a
discretionary increase by either their department chair or Dean will
have submitted an annual addendum.

Since the Addendum information will be most useful in its electronic
format, several enhancements that were suggested by faculty have been
made since last year's submission.

1. You no longer need to enter the courses that were taught this
year, nor their enrollment. This information will be extracted from
PeopleSoft after the addendum has been submitted.
2. The undergraduate students supervised table has a provision to
add additional entries, if needed.
3. The academic year will automatically be entered during the
submission process and is no longer the responsibility of the faculty
person.
4. The most significant improvement is the submission process. The
addendum entered by the faculty will remain as a draft document until
the Provost's office implements the submission process. Once this
procedure is completed, the addendum will appear as a submitted
document in the addenda database. Much of the confusion last year
resulted from the submission process and we hope that this change
will eliminate this confusion.

Submission for the 03/04 Faculty Addendum will remain open through
August 15th. If you experience any difficulty while preparing your
addendum, please contact Janice Barone for the Provost's area at
jbarone@notes.cc.sunysb.edu, and Karen Pfister for HSC at
kfister@notes.cc.sunysb.edu and they will assist you.

Thank you for your help in keeping our information on faculty
accomplishments at Stony Brook efficient and up to date.

Just a reminder that the list of hints below should make the on-line
process work more smoothly:

Instructions for Submitting a Faculty Addendum form on-line

A. A Notes ID and Password is required whether submitting the form using Lotus Notes or the Web

1. For Notes users, the preferred method of entering information for the addendum is to use the Notes client. To open the addendum application, use the following URL: notes://naples.cc.sunysb.edu/DoIT/fac_adden.nsf. If that does not work for you, then you need to perform the following steps:
* Using the Notes menu, select File - Database - Open
* Select the server - "naples.cc.sunysb.edu/DoIT" (not "naples1...") from the list of servers
* Select the yellow folder "DoIT"
* Select the application (which looks like a blue book) "faculty addendum" from the list of applications
* Choose Open; use Bookmark to save this in the Databases folder; later you may wish to save a bookmark for your document.

If you are not currently using Notes, but would like to open an account, Faculty and Staff are able to open an account on-line using https://adam.cc.sunysb.edu in any web browser like Netscape or Internet Explorer. If you do not remember your password on Notes, call the Computer Accounts office at 631-632-8011 and they will be able to tell you the password you entered when you first requested the account.

Direct account and password inquiries to: CACCOUNT, Tel: 2-8011

2. If you do not use Notes, then you may enter data using the web form. You still must have a NOTES ID and password. The URL is:
    https://naples.cc.sunysb.edu/doit/fac_adden.nsf

Some important points about using web entry.
* Once you have accessed the database through the above URL, clicking on "All Documents" view will display all the addenda you have entered.
* If you have not created any, please click on "Create Document".
* To select a document to edit, click on the word "Draft" next to the document you want to edit.
* Press "Immediate Save" at least every 15 minutes to ensure that your work is saved.
* Please note that you are required to enter your Stony Brook ID. This 9 digit number is printed on your Stony Brook ID card and is the same one that is used to access the Solar System.

B. The following applies to both web and Notes client entry:
* The faculty member must create the original addendum.
* A department must be identified from the drop-down menu. The form will not accept any department other than those on the drop-down list. The department entry allows the form to be read by the appropriate departments and areas.
* If you see a dialogue box titled "Execute Security Alert" while working on your addendum, please press the box "Trust Signer" to continue.
* Please note that once your addenda is in the submitted status, you no longer have the ability to edit that document.