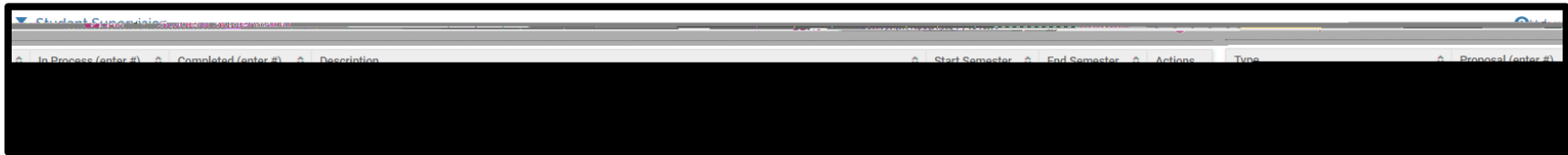**Faculty Annual Report Guide:**

The Student Supervision Form enables you to report the number of students you supervised in a formal role. To report student

supervision activities, click on the **Add** button.

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

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

<u>Required</u>: Specify the start and end semester of student supervision (see p. 5), and type of supervision:

<u>Optional</u>: Number of students for whom you have either proposed for supervision, are in process of supervision, or have completed supervision, and a description of your student supervision activities.
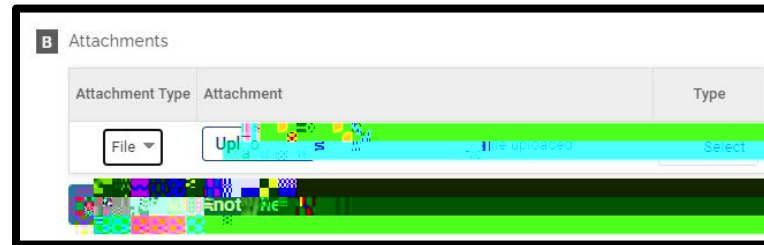
OR

<u>Optional</u>: You can upload file attachments or provide a URL to a website relevant to your student supervision.

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