LYTERATI

Lyterati Annual Report Guide: Administrators

George Washington University

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1. Sign into Lyterati

Access Lyterati through this link: https://gwu.lyteraticloud.com/login

- If your affiliation with the University began before June 1, 2022, sign in with your NetID (the part to the left of the @ in your email address) and email password.
- If your affiliation with the University began on or after June 1, 2022, sign in with your GWID and password.

The following reasons could prevent you from signing in:

- Lyterati could not authenticate you because your NetID and/or password are incorrect.
- You do not have a role in Lyterati and should contact your College's Lyterati point of contact.
- Your demographic information in Lyterati is incomplete and should contact your College's point of contact.

2. Review Faculty Annual Reports (ARs)

a. Understand the Faculty Process

Before you begin commenting on your faculty member's AR, please understand how faculty have entered their contributions.

- Faculty were asked to follow departmental guidelines on the annual review period with which to associate a contribution.
- If you see errors in the way contributions are recorded, please work with your faculty to rectify the errors.

This guidance was provided to your faculty for associating contributions to a time period. Consider a publication that was submitted in August 2011, accepted in March 2012, and published in April2013.

Option 1: If your department's policy is to count a contribution when it is "accepted."

Event	Action	Contribution Year/Month	Additional Details
Submitted Aug 2011	Add to "Work in Progress"	2011/August	Enter "Submitted" in Additional Details along with other information you may want to record
Accepted Mar 2012	Move to Work in Progress to "Articles"	2012/March	Enter "Accepted" in Additional Details

| Published Apr 2013 | Update existing article | Do not change contribution year/month | Update Additional Details with Publication Date (March 2012 in this case) plus vol, no, page information as applicable |

Option 2: If your department's policy is to count a contribution when it is "published."

| Event	Action	Contribution Year/ Month	Additional Details
Submitted Aug 2011	Add to "Work in Progress"	2011/August	Enter "Submitted" in Additional Details along with other information you may want to record
Accepted Mar 2012	Update existing "Work in Progress"	Do not change	Enter "Accepted" in Additional Details
Published Apr 2013	Move Work in Progress to Articles	2013/April	Enter publication date (March 2012 in this case) plus vol, no, page information as applicable

b. Access Your Faculty's Annual Report (AR)

There are two ways to access faculty ARs: through built-in Reports and through the Administration Menu. To access via the Reports module, follow the instructions in this section. To access via the Administration Menu, skip to Section 2c.

1. To access through the Reports Module, click the *Reports* menu item in the lefthand navigation pane.
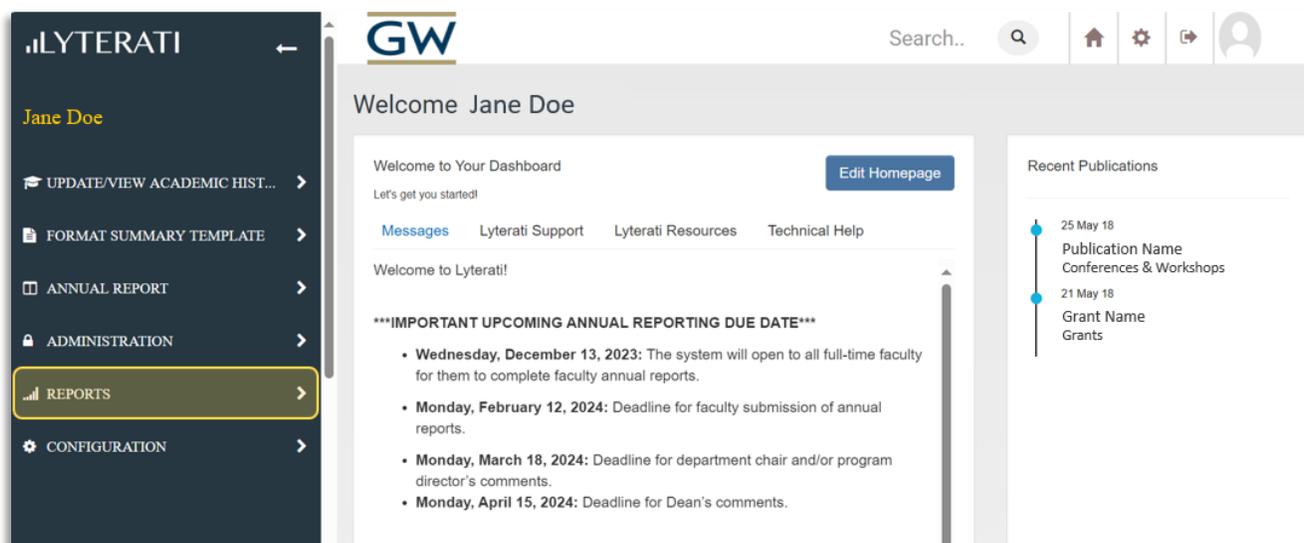
2.   Click the *Reports* sub-menu item that appears underneath the main menu item.
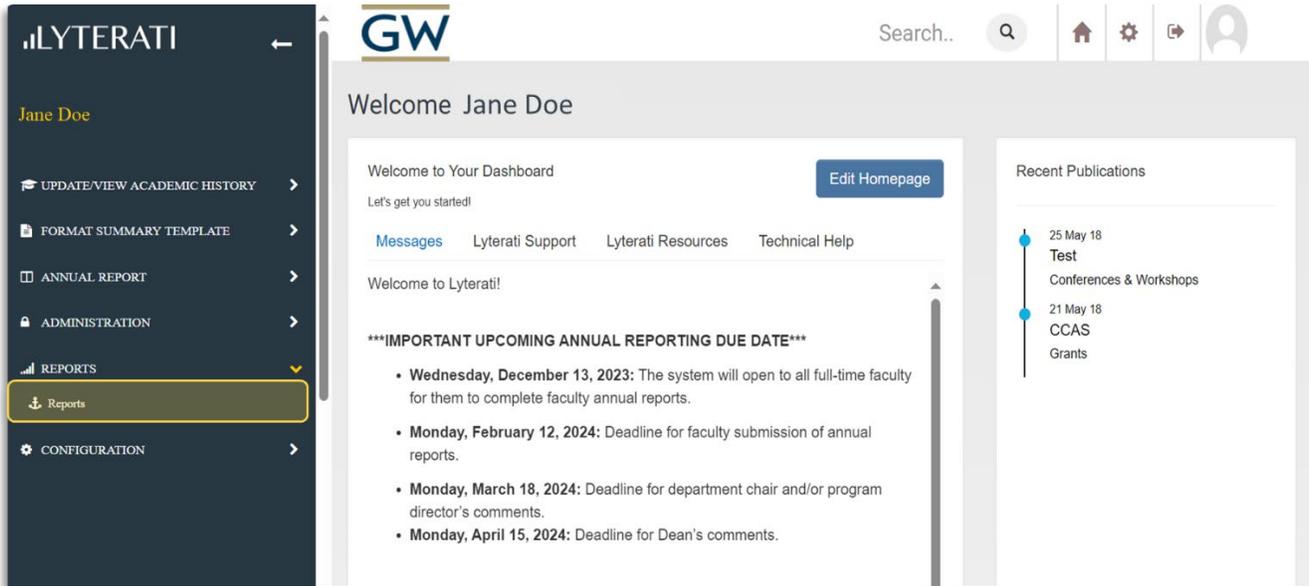
3.   Click *Annual Review Status* Report from the list of reports under Administrative Reports.

4.   On the next page, use the lefthand pane to select the data filters:

-   Select your *College* and *Department.*

-   Select the correct *Annual Review Period.*

-   Click on the *Review Status* you wish to review using the table below:

Your Role	What You Want to Do	Status Selection
Department Head	See reports submitted by faculty	Faculty Review Completed
	See all reports for faculty in your department	Do not select Review Status
Deans	See only reports where the Department Head has submitted comments	Department Head Review Completed
	See all reports for faculty in your college	Do not select Review Status

5. Click *Run Report*.

Note: SMHS has an extra level of supervision known as the Division Chief. Division Chiefs can see reports that have been submitted by faculty by selecting the status *Faculty Review Completed*. Department Heads in SMHS can select "Division Head Review Completed" to see reports ready for their review.
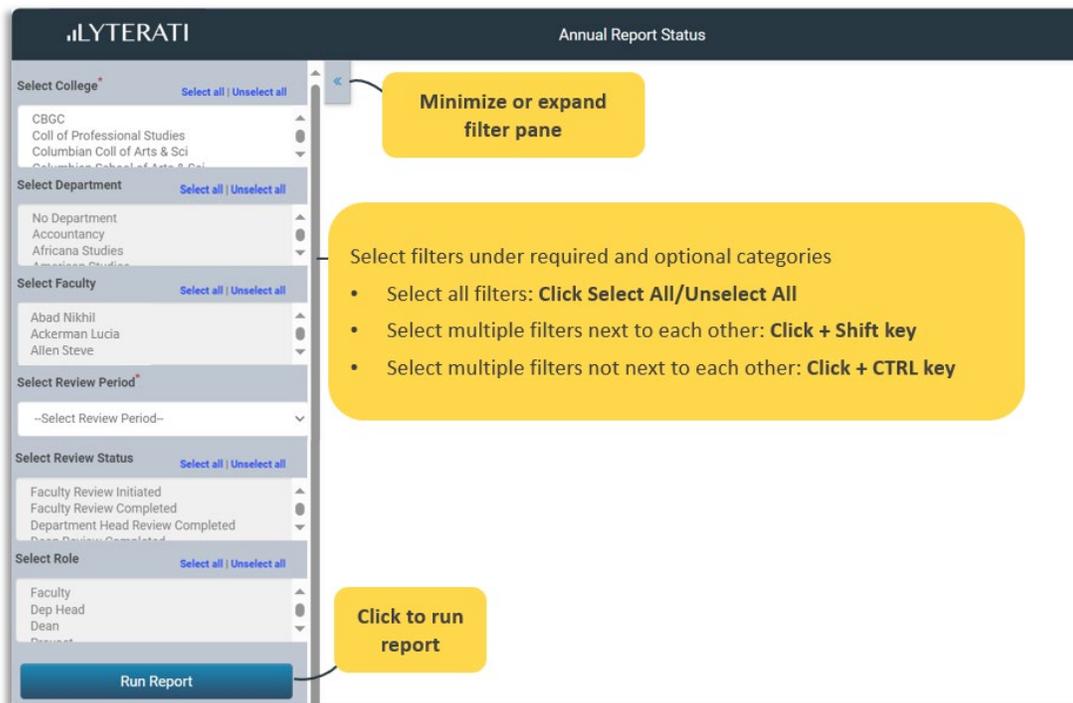
6. Lyterati will display a list of faculty matching your selection criteria, the number of records returned, a visualization of records by department, and links to individual ARs. Scroll down to view all records returned or click the top right icons to download in .xlsx or .csv file format.

7. Click *Go to Faculty's Current AR Page* to access their AR.

c. Find Your Faculty's AR – Administration Menu Item

The second way to find your faculty's AR is through the *Administration* menu item:

1. Under *Administration* in the navigation pane, click *Manage My Unit's ARs*.
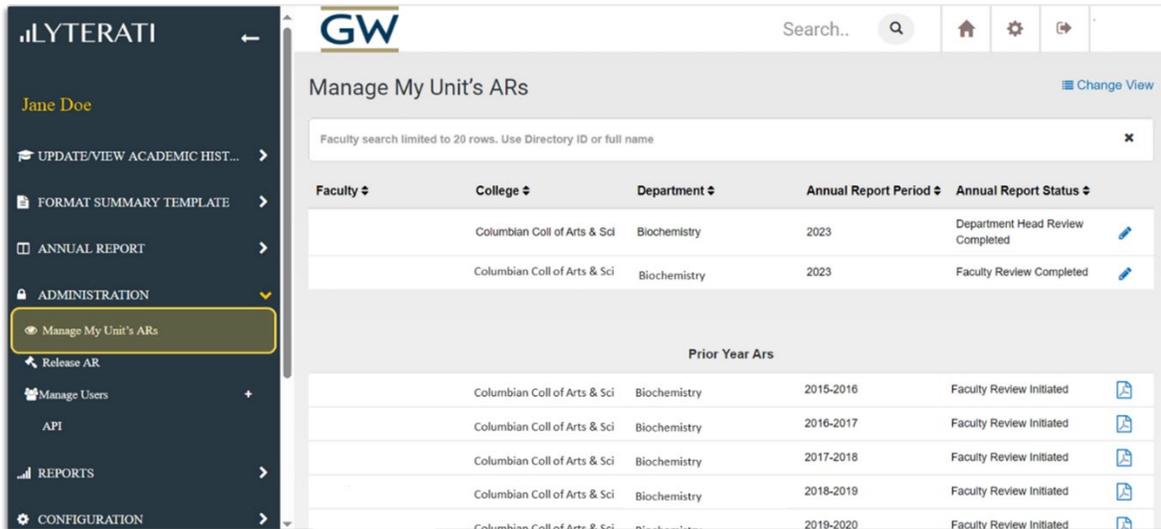
2. Current ARs will appear at the top while prior year ARs will appear at the bottom. To open a faculty's AR, click the pencil icon beside it.
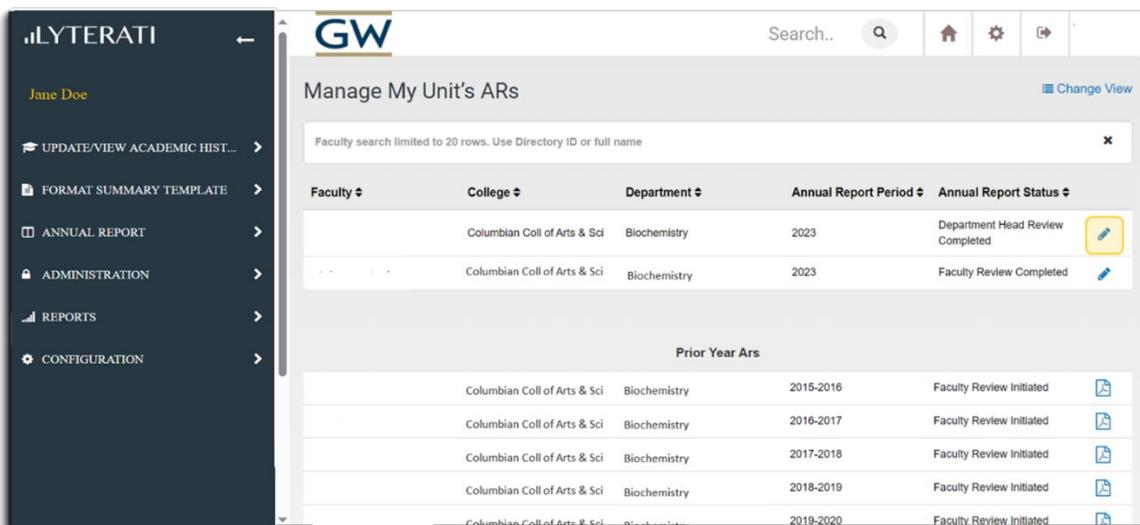
d. Review the AR

On the next page, the faculty AR will show the Annual Report Period, Annual Report Status (the status of the review), the First Reviewer, and Documents the faculty has attached.

1. To preview the AR in PDF format, click *Preview AR*. To open and review any documents that the faculty attached to the AR, click the files under *Documents*.


2. To preview faculty responses directly in Lyterati, scroll down and click the *Annual Report* tab. Click each block to expand the corresponding group of responses.

3. Next to the *Annual Report* tab, there is a tab for your review level in addition to tabs for every level that came before you per the faculty's review chain. After you submit your comments, you will not be able to view responses from subsequent review levels.

In the example below, the Department Head reviews by clicking the expandable block. To add your comments, enter them in the answer box beneath each question. Lyterati automatically saves content every 30 characters so you can exit at any time. To return to the AR after exiting, click *Administration > Manage My Unit's AR*s in the navigation pane.
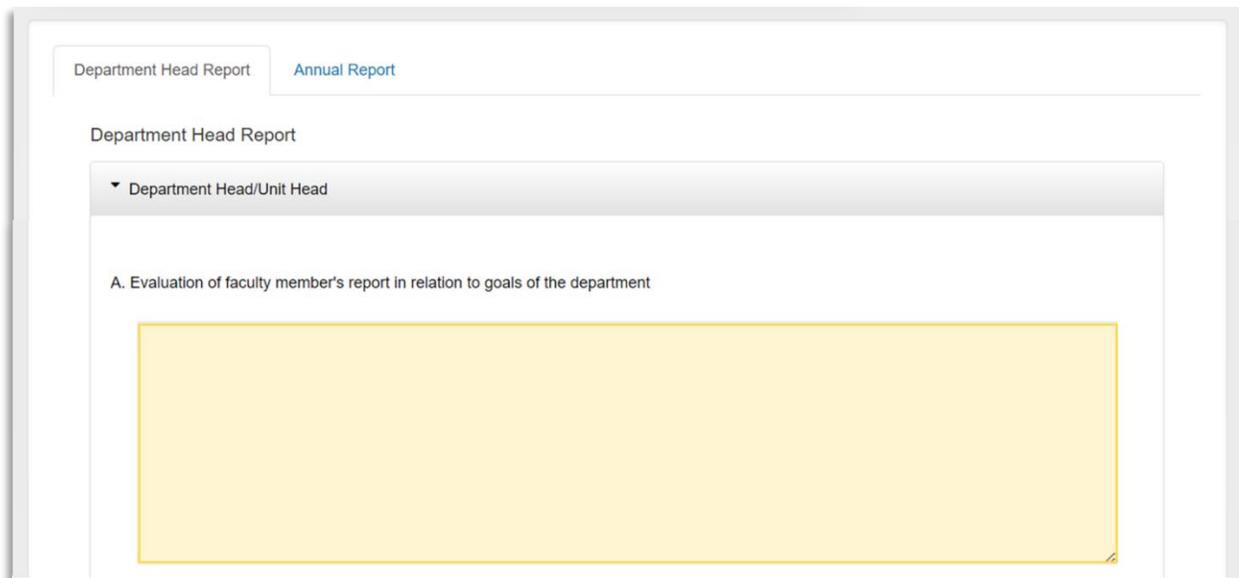
e. Review Your Answers

Click *Preview AR* to review your answers in PDF format. You can also save a copy for your records.

f. Designee Capabilities

If you are a designee, you will not be able to submit the AR. Only the person on whose behalf you are acting will be able to submit. Designees should exit after they have added their comments.

g. Submit Your Comments

When you are satisfied with your responses, click *Submit* at the top of the page to send the AR to your supervisor. When you submit, you will be asked to verify that you are authorized to submit the AR. This serves as an electronic signature.

The Review Status will change to *Department Head Review Completed* or *Dean Review Completed* depending on your responsibility. Please note the SMHS has a level of review before Department Head called Division Chief.

If you or a faculty member who reports to you prematurely submits an AR to your supervisor, your supervisor can recall the AR by editing the Annual Review Status to an earlier status (see Section 4h).

h. Recall AR Before Review has Begun

Faculty may recall their AR if they submitted it prematurely. This capability is via the "Recall" button below "Preview AR." Recall will work until the review begins commenting on the AR.
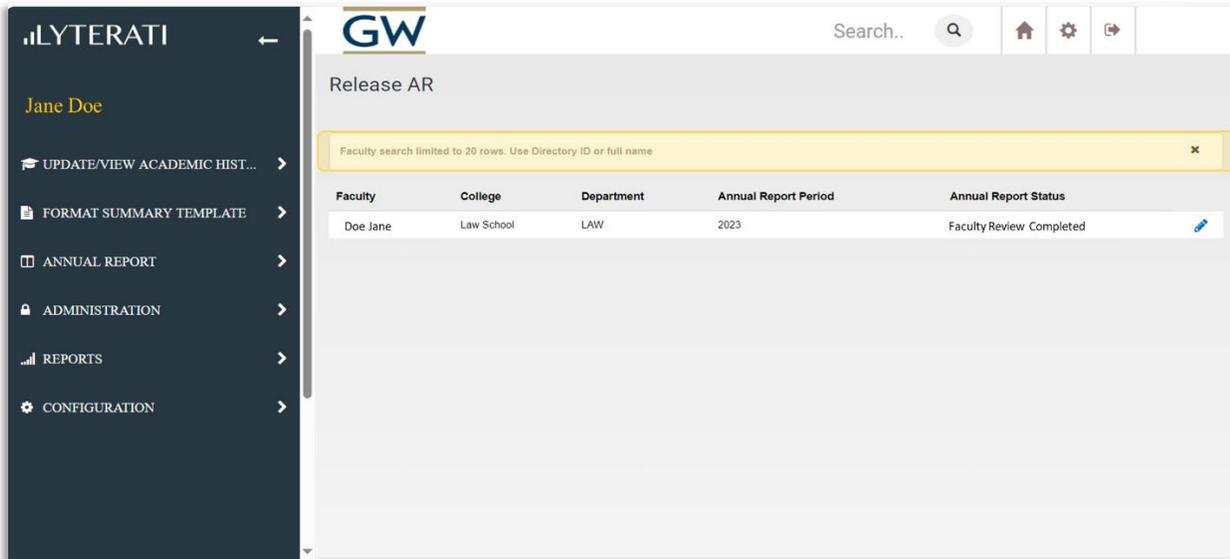
i. CLAD Release AR after Review has Begun

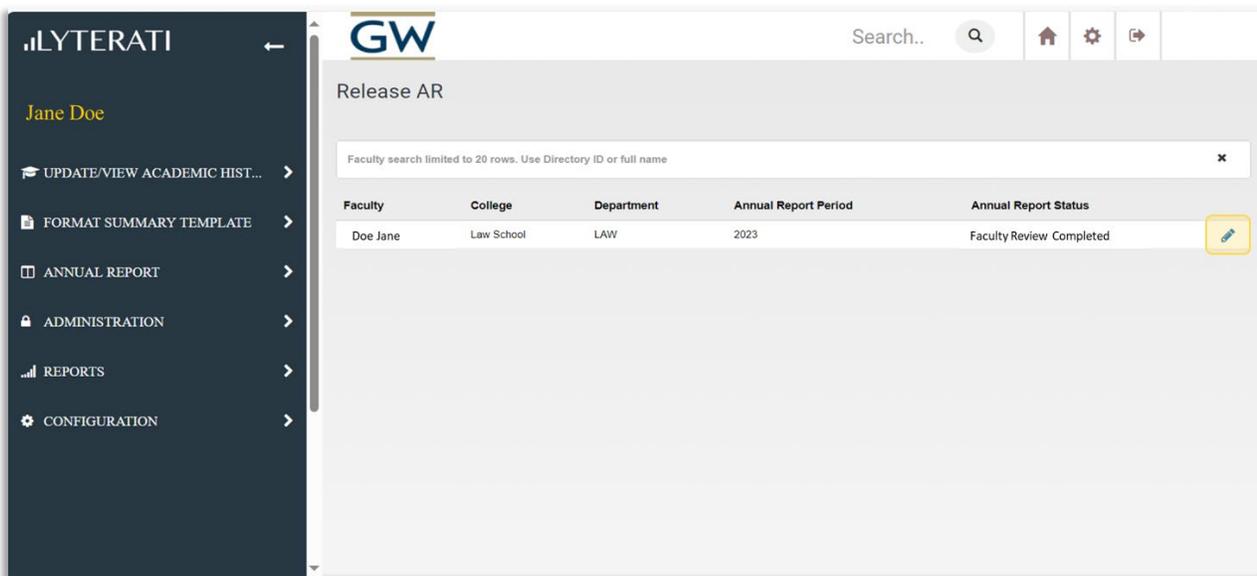A faculty member can request the CLAD to "release" the AR back to the faculty.
1. Click *Release AR* under *Administration* on the left navigation pane.
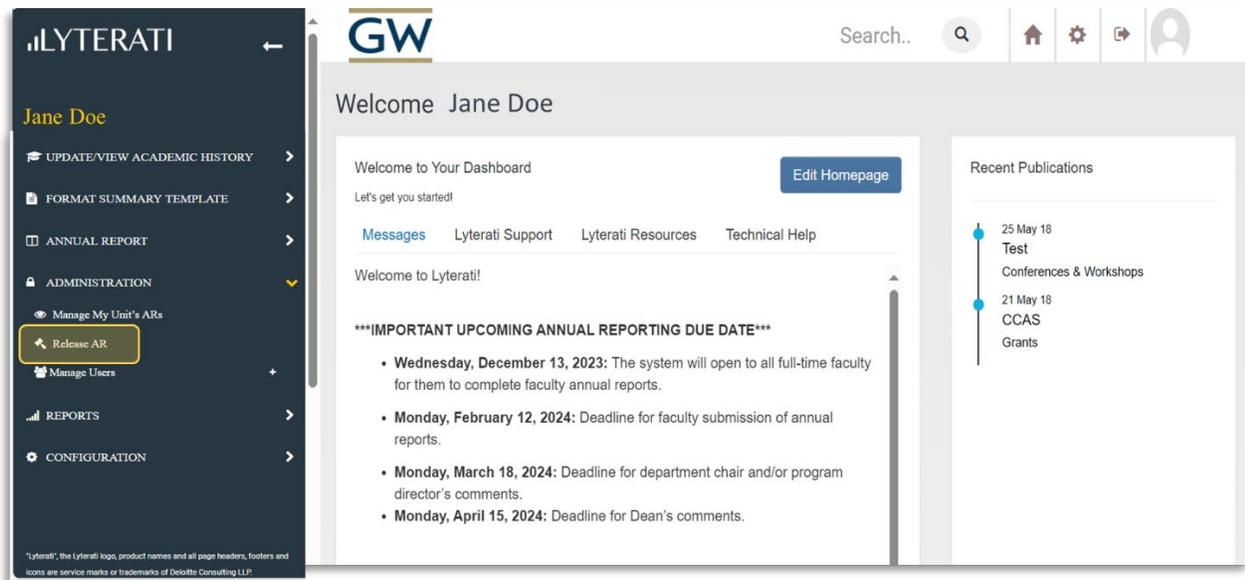
2. Start typing the name of the faculty into the search bar and select the appropriate option.

3. Click the pencil icon to edit the record.

4. Change the dropdown selection of *New* Status to the desired AR Status.

5. Click *Release*.

j. Dept Chair or Dean Send AR Back to Faculty for Further Edits

The reviewer can send an AR back to the faculty by changing the status of the AR and submitting.

1. Find the AR that needs to be released by following the steps in Section 4c.
2. Click the pencil icon to edit the AR.

3. Click the *AR Status* dropdown.

4. Set the AR Status to an earlier status:
   o If you are a Department Head releasing a report to a faculty member, set the status to *Faculty Review Initiated.*

- o If you are a Dean releasing a report to a Department Head, set the status to *Faculty Review Completed.*

5. Click *Submit*.

k. Meet with Faculty – for Department Heads

If you are a Department Head and the Dean's review is complete, meet the faculty to review the comments and ask them to complete the Faculty Acceptance step.

If you are a Department Head, you can share your comments with the faculty by downloading a PDF of the AR using the *Preview AR* button.