




Elements: Generating Annual Faculty Report

Annual/Multi-Year Report Generation

As a stopgap measure for the annual review process for the 2024 calendar year, users can generate the Annual/Multi-Year Report in Elements. This report mirrors the historical process from the DMAI application and is available for schools not participating in the 2024 Annual Review Workflow Pilot. The Annual Review Workflow process will be launched for the entire university faculty for the annual review process for calendar year 2025.

To generate the Annual Faculty Report in Elements:

1. Navigate to your Elements **“Profile.”** You can do so by clicking your name in the top right corner of the page and selecting **“My Profile”** from the drop down menu or by clicking the  (person icon) on the toolbar running down the left-side of the screen.
2. Click on the **“CV AND REPORTS”** button on the top right of the page.



3. Select the **“Annual Faculty Report”** option and click **“NEXT”**.



4. Enter the Date parameters, e.g.: **01 Jan 2024** as the Start date and **Dec 31 2024**, as the End date (if you want to generate the 2024 Annual Report) and select the desired Format by selecting the PDF for Adobe PDF format or DOC for Word Document format and click the **“RUN”** button:





## Run report

Executive Management/Academic Support (Bloomington)



### Dates

If supplied, the export will only contain data relevant to the specified date range.

Start date                      End date

01 Jan 2024        Dec 31 2024  

### Format

 PDF       DOC

**CANCEL**      **RUN**

5. Clicking the **"RUN"** button will download the report to your downloads folder.



6. To make any edits, such as adding supplementary comments or URL attachments, please download your report in Word DOC format. After making and saving your changes, you can share the updated document as needed.

*Last Update: 1/7/25*