

Teaching and Research Artifact Reports

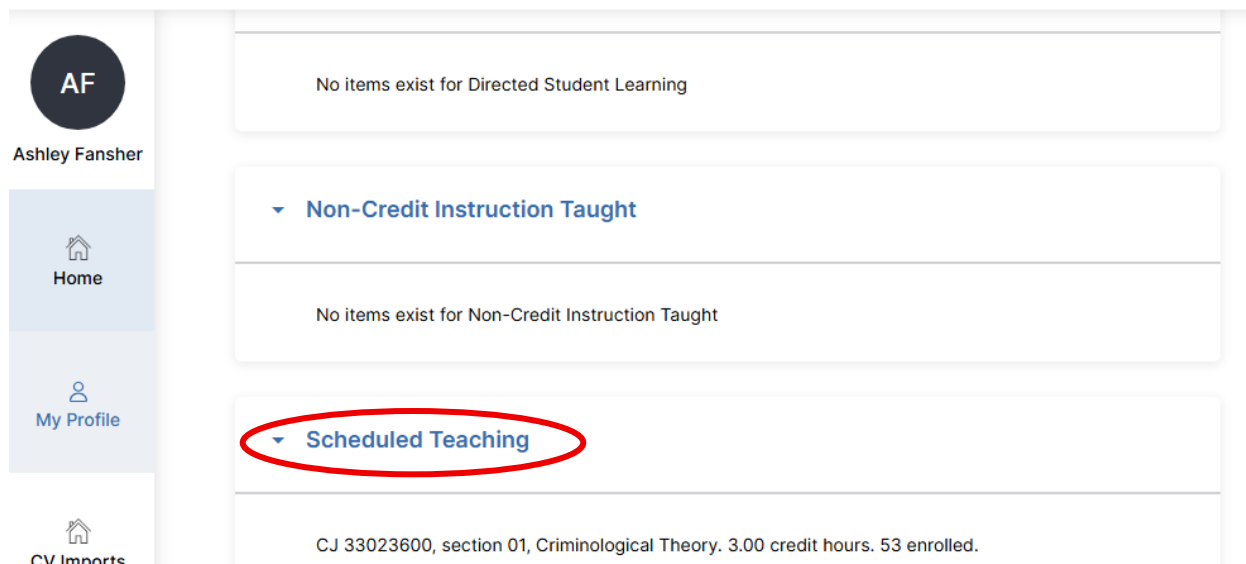
The following guide will explain the new Teaching and Research Artifact reports for use during the College of Arts & Sciences annual evaluations.

These reports will compile all of your teaching and research evidence into two separate PDFs with links to the evidence you have uploaded in Faculty Success. The PDFs will automatically load into your annual evaluation.

UND Faculty Annual Evaluation - Teaching Artifacts

Teaching evidence will now be uploaded to your individual courses in Faculty Success. Teaching evidence uploaded to Faculty Success is not publicly accessible. Materials should be uploaded for all courses that are part of your Page 2. **Do not upload materials for courses that are part of an overload contract.**

1. Log into Faculty Success.
2. Click “My Profile,” then scroll to “Scheduled Teaching.” Click the “Scheduled Teaching” heading to open your list of courses.



- Place your cursor over the course you would like to add artifacts for. Click the small pencil icon.

Scheduled Teaching

Search... **SEARCH** [Search Tips](#) [Rapid Reports](#) **ADD NEW**

DELETE **DUPLICATE** **COMPARE** **SELECT COLUMNS**  

Filters: None

☐	TERM, TERM A...	YEAR, TERM A...	COURSE NAME	COURSE PREFIX	COURSE NUMB...	SECTION NUM...
☐	Spring	2026	Criminological Theory	CJ	330	01
☐	Spring	2026	Law and Society	CJ	365	01
☐	Fall	2025	Introduction to Policing	CJ	210	01

This will open a window on the right side of your browser.

Scheduled Teaching

Search... **SEARCH** [Search Tips](#) [Rapid Reports](#)

DELETE **DUPLICATE** **COMPARE**

Filters: None

☐	TERM, TERM A...	YEAR, TERM A...	COURSE NAME
☐	Spring	2026	Criminological Theory
☐	Spring	2026	Law and Society
☐	Fall	2025	Introduction to Policing
☐	Fall	2025	Law and Society
☐	Fall	2025	Practicum: Research

Edit Activity 

Term and Year

Term **R** Year **R**

Spring 2026

Course Name **R**

Criminological Theory

Course Prefix and Course Number

Course Prefix **R**

CJ

Course Number **R**

330

Class Number **R**

23600

- Scroll down to the bottom of this window to find the upload areas.

Scheduled Teaching

Search... **SEARCH** [Search Tips](#) [Rapid Reports](#)

DELETE **DUPLICATE** **COMPARE**

Filters: None

☐	TERM, TERM A...	YEAR, TERM A...	COURSE NAME
☐	Spring	2026	Criminological Theory
☐	Spring	2026	Law and Society
☐	Fall	2025	Introduction to Policing
☐	Fall	2025	Law and Society
☐	Fall	2025	Practicum: Research
☐	Summer	2025	Pop Culture, Media, and Crime
☐	Summer	2025	Criminological Theory

Edit Activity 

New course preparation?

New format for existing course?

Course Materials

Drop file here or select to upload

Student Evaluations

Drop file here or select to upload

Syllabus for this course

Drop file here or select to upload

5. Upload your documents as required by your department and college. Each upload area only allows **one upload**. If you would like to upload multiple files, you will need to combine them outside of Faculty Success first. If you teach multiple sections of the same course, please upload the SELFIs and syllabi into the separate sections as appropriate.
6. When you are finished, click “Save” at the bottom of the screen.

Course Materials

Replace file here or select to upload

 Measuring Crime Activity.docx (19.57 KB) 

Student Evaluations

Replace file here or select to upload

 Sp26 330.pdf (241.48 KB) 

Syllabus for this course

Replace file here or select to upload

 CJ 330 Syllabus.pdf (340.67 KB) 

Original Source: Data Imports
Created: June 23, 2026

CANCEL

SAVE

7. Repeat this process for all classes that will be part of your annual evaluation.
8. To preview your Teaching Artifact Report, return to your Faculty Success homepage.

 **Scheduled Teaching**

SEARCH [Search Tips](#) [Rapid Reports](#)

ADD NEW

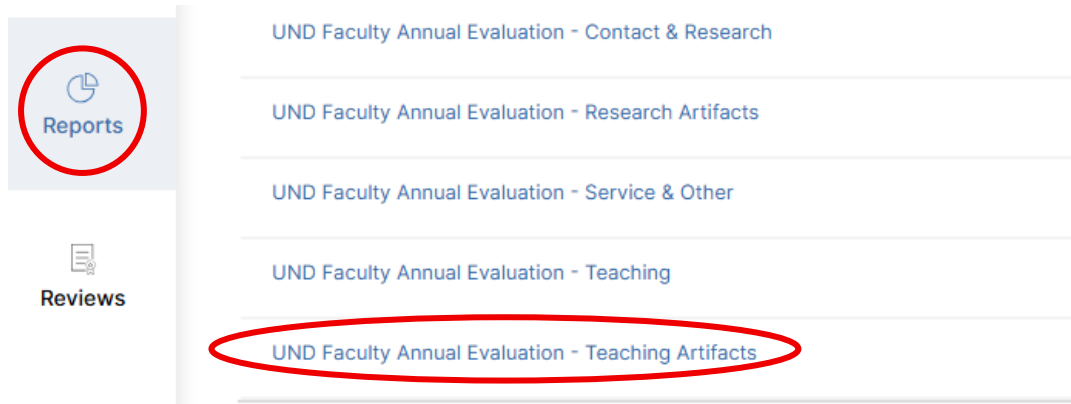
DELETE DUPLICATE COMPARE

SELECT COLUMNS  

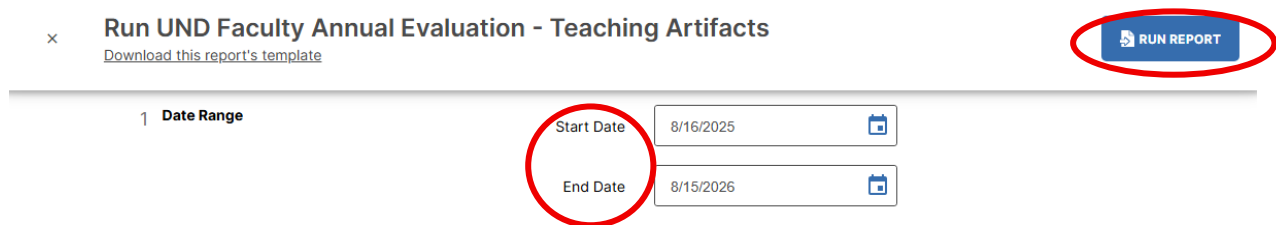
Filters: None

☐	TERM, TERM A...	YEAR, TERM A...	COURSE NAME	COURSE PREFIX	COURSE NUMB...	SECTION NUM...
☐	2026	2026	Scheduled Teaching	CJ	330	01

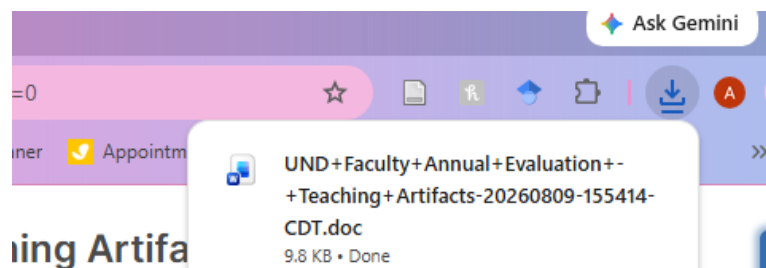
9. Click “Reports” on the left side of the screen. Scroll down to “UND Faculty Annual Evaluation – Teaching Artifacts.”



10. Change the date range to the dates of your contract that are being evaluated, then click “Run Report” in the top right.



The report will be downloaded.



The report will have your courses listed by term and year, with the documents separated by course and type. This report will replace individual teaching artifact uploads when the evaluation process opens. **Reminder: You do not need artifact uploads for overload courses.**

Courses Taught

Summer 2026

CJ 305, Pop Culture, Media, and Crime, Enrollment 30. Credit Hours 3.00. Online Asynchronous.

Spring 2026

CJ 330, Criminological Theory, Enrollment 53. Credit Hours 3.00. Online Asynchronous.

Course Materials: [Measuring Crime Activity-1.docx](#)

Student Evaluations: [Sp26 330-1.pdf](#)

Syllabus: [CJ 330 Syllabus-1.pdf](#)

CJ 365, Law and Society, Enrollment 34. Credit Hours 3.00. On Campus Face to Face.

Course Materials: [Chapter 4-1.docx](#)

Student Evaluations: [Sp26 365-1.pdf](#)

Syllabus: [CJ 365 Syllabus-1.pdf](#)

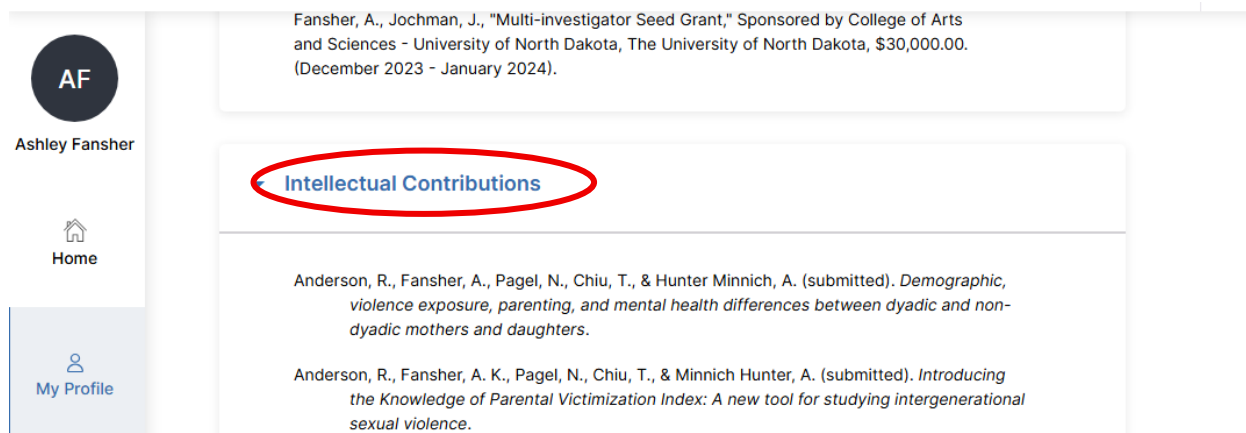
UND Faculty Annual Evaluation – Research Artifacts

Research and creative activity evidence will now be uploaded to your individual courses in Faculty Success. Materials should be uploaded for all courses that are part of your Page 2. This report will include evidence for:

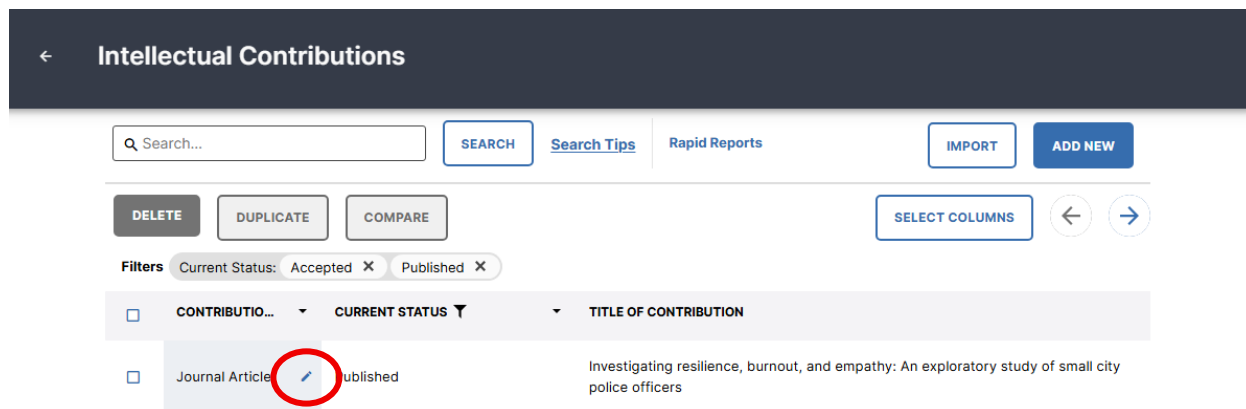
- A. Published or accepted intellectual contributions
- B. Presentations
- C. Artistic and professional performances or exhibits.

The following guide applies to any of these three areas, but an Intellectual Contribution example will be used.

1. Log into Faculty Success.
2. Click “My Profile,” then scroll to “Intellectual Contributions.” Click the “Intellectual Contributions” heading to open your list of items.



3. To add a document to an existing entry, place your cursor over the item you would like to add artifacts for. Click the small pencil icon.



This will open a window on the right side of your browser.

The screenshot shows the 'Intellectual Contributions' interface. On the left, there's a search bar and buttons for 'DELETE', 'DUPLICATE', and 'COMPARE'. Below these are filters for 'Current Status' (Accepted, Published) and a table with columns 'CONTRIBUTIO...', 'CURRENT STATUS', and 'TITLE OF CONT'. The table lists two 'Journal Article' entries, both with status 'Published'. On the right, the 'Edit Activity' sidebar is open, showing fields for 'Contribution Type' (Journal Article), 'AACSB Classification' (Basic or Discovery Scholarship), 'Current Status' (Published), and 'Title of Contribution' (Investigating resilience, burnout, and empathy: An exploratory study).

4. Scroll down to the bottom of this window to find the upload area.

This screenshot shows the 'Edit Activity' sidebar with the 'Date Published' section filled out (Month: March, Day: 16, Year: 2026). Below this is the 'Full text of this item' section, which contains a dashed box with the text 'Drop file here or select to upload'. A red circle is drawn around this text to highlight the upload area.

5. Upload your documents as required by your department and college (e.g. first page of articles, entire article, abstract for presentation, full presentation). Each upload area only allows one upload. If you would like to upload multiple files, you will need to combine them outside of Faculty Success first.

This screenshot shows the 'Edit Activity' sidebar with the 'Date Published' section filled out. In the 'Full text of this item' section, the dashed box now contains the text 'Replace file here or select to upload'. Below this, a file named 'Fansher et al., 2026.pdf (1.21 MB)' is shown with a red circle around it, indicating it has been successfully uploaded. A trash icon is visible to the right of the file name.

6. At the bottom of the window, you are asked for consent to publish the item **publicly and online** through UND Scholarly Commons. If you do not want to take this action or do not have copyright permissions to do so, select “I do not want my work to be available on UND Scholarly Commons.” If you have any questions about UND Scholarly Commons, please contact Zeineb Yousif (zeineb.yousif@UND.edu) with the Chester Fritz Library.

Consent

☐ I would like my work deposited on UND Scholarly Commons immediately

☐ I would like my work to be embargoed and made available on UND Scholarly Commons on the date to the right. I understand that the title and abstract for my work will be made immediately available but the document will not be available until the end of the embargo period.

☒ I do not want my work to be available on UND Scholarly Commons

Consent Month

Consent Day

Consent Year

7. Repeat this process for all contributions within the evaluation period, adding new contributions by clicking “Add New” in the top right. *Note: Only published or accepted contribution artifacts are needed for this report.*

Intellectual Contributions

Q Search... **SEARCH** [Search Tips](#) [Rapid Reports](#) **IMPORT** **ADD NEW**

DELETE **DUPLICATE** **COMPARE** **SELECT COLUMNS** [←](#) [→](#)

Filters Current Status: Accepted X Published X

8. Repeat this process for the “Presentation” and “Artistic and Professional Performances and Exhibits” areas of your profile, as applicable.
9. To preview your Research Artifact Report, return to your Faculty Success homepage.
10. Click “Reports” on the left side of the screen. Scroll down to “UND Faculty Annual Evaluation – Research Artifacts.”

CV Imports	UND Faculty Annual Evaluation	Watermark
Reports	UND Faculty Annual Evaluation - Contact & Research	Watermark
Reviews	UND Faculty Annual Evaluation - Research Artifacts	Watermark
	UND Faculty Annual Evaluation - Service & Other	Watermark
	UND Faculty Annual Evaluation - Teaching	Watermark
	UND Faculty Annual Evaluation - Teaching Artifacts	Watermark

11. Change the date range to the dates of your contract that are being evaluated, then click “Run Report” in the top right.

[Run UND Faculty Annual Evaluation - Research Artifacts](#)

RUN REPORT

[Download this report's template](#)

1 Date Range

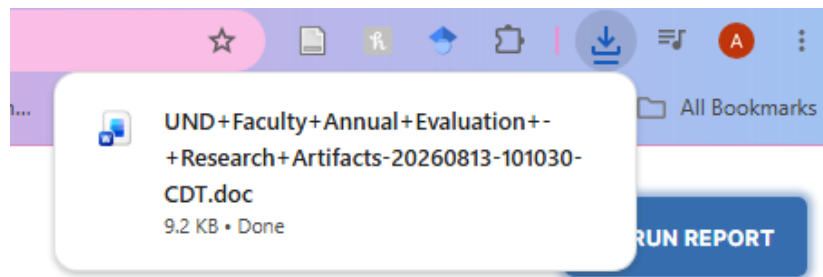
Start Date

8/16/2025

End Date

8/15/2026

The report will be downloaded.



The report will have your research and creative activity artifacts separated by type. This report will replace individual artifact uploads when the evaluation process opens. **Reminder: Refer to departmental guidelines to determine what artifacts should be included in your annual evaluation.**

Published or Accepted Intellectual Contributions

Journal Article

Fansher, A., Fleming, J., Zedaker, S. Investigating resilience, burnout, and empathy: An exploratory study of small city police officers. *Journal of Police and Criminal Psychology*. <https://doi.org/10.1007/s11896-026-09806-5>.
[Fansher et al. 2026-2.pdf](#)

Randa, R., Fansher, A., Reyns, B. (2026). Cyberstalking perpetration by college students: The effects of low self-control and prior victimization. *Journal of Criminal Justice*, 102. 10.1016/j.jcrimjus.2025.102556.
[Randa Fansher Reyns 2025-1.pdf](#)

Presentations

Fansher, A., TRANSCEND Symposium, "Exploring physical and mental health effects of victimization: Preliminary findings", UND School of Medicine and Health Sciences, Fargo, ND. (May 20, 2026).
[Ashley Program-1.pdf](#)