

2022 FACULTY ANNUAL REPORT GUIDELINES

Faculty Annual Report

Please submit reports using Lyterati, a web-based system operated by the Office of the Provost.

No changes have been made to the system and website since last year. Lyterati continues to provide the ability to upload documents, such as teaching evaluations, to support your report. In addition, you have the ability to pull information that has already been loaded in the Academic History section of the record.

Remember that while the Annual Report section of Lyterati is only open during the spring, the Academic History section of the record is available to you year-round. If you have been adding information to the Academic History section, you can simply move data from Academic History into the Annual Report.

However, you may also complete the Annual Report by typing in, or pasting in, information as you did in the past. All information entered into the Annual Report will automatically populate your Academic History record. This feature will make it possible to generate your C.V. from Lyterati in the future if you choose to do so.

Instructions

- Please do NOT use Internet Explorer as your web browser as this web browser is not fully functional on the Lyterati website. We suggest using Chrome or Firefox.
- Include activity from January 1, 2022, through December 31, 2022, in your Annual Report.
- Login:
 - Lyterati Access: <https://gwu.lyteraticloud.com/login>
 - Username: GW NetID
 - Password: GW e-mail password
- Your NetID is the portion of your GW e-mail address that precedes the @ symbol.
- The Password is the same password you use for GW e-mail (not MFA or VA e-mail).
- If you cannot remember your password, instructions on resetting the password are at <https://identity.gwu.edu/>
- You may also ask your department's Faculty Affairs Coordinator for assistance.
- Click on **Annual Report** on the left and then **Current Annual Report** just below.
- Click on the green **Add New** button on the right side of the screen and click on the blue **Create** button.
- Instructions for completing the Annual Report are available by clicking the house icon at the top right of the screen. Then click on the "Lyterati Resources" tab.
- Complete all of the Annual Report sections. PDFs of teaching evaluations and other supporting documents may be uploaded by clicking on the **Attach File** button.
- Click on the **Preview AR** button to review your report prior to submitting it.
- Upload a copy of your current C.V. in [GW SMHS format](#) by clicking on **Attach File**.
- Click on **Submit** to send the annual review to your department chair. Once submitted and your chair begins the review, you cannot make any changes to the report.

Need Additional Help?

- You may access a host of resources (including FAQ and contact information) by clicking the icon of a house that is found at the top right of the page. Information on data confidentiality is also provided in this section.
- For problems using the system, contact the Office of the Provost at lyterati@gwu.edu.
- For 24/7 assistance, contact the GW Help Desk at ithelp@gwu.edu or 202-994-4948.
- For questions about the Annual Report content, contact your department's Faculty Affairs Coordinator or Nadia Cureton in the Office of Faculty Affairs (ncureton@gwu.edu or 202-994-2032)
- For questions about the completion of the Annual Conflict of Interest Questionnaire, which now exists in a separate system outside of Lyterati, contact the University Office of Compliance at comply@gwu.edu.