Faculty Annual Report Submission Instructions
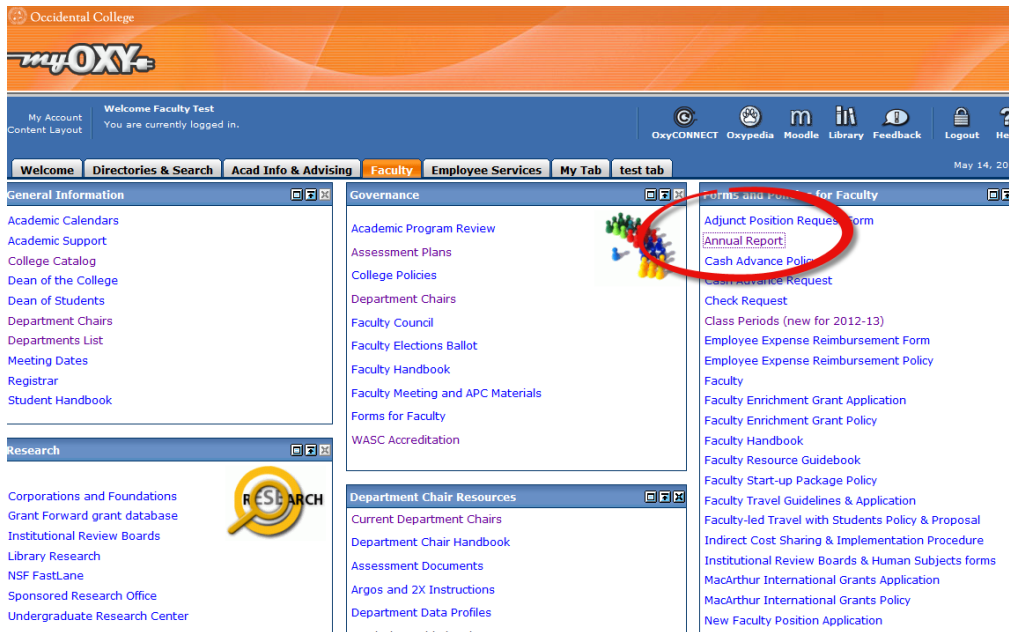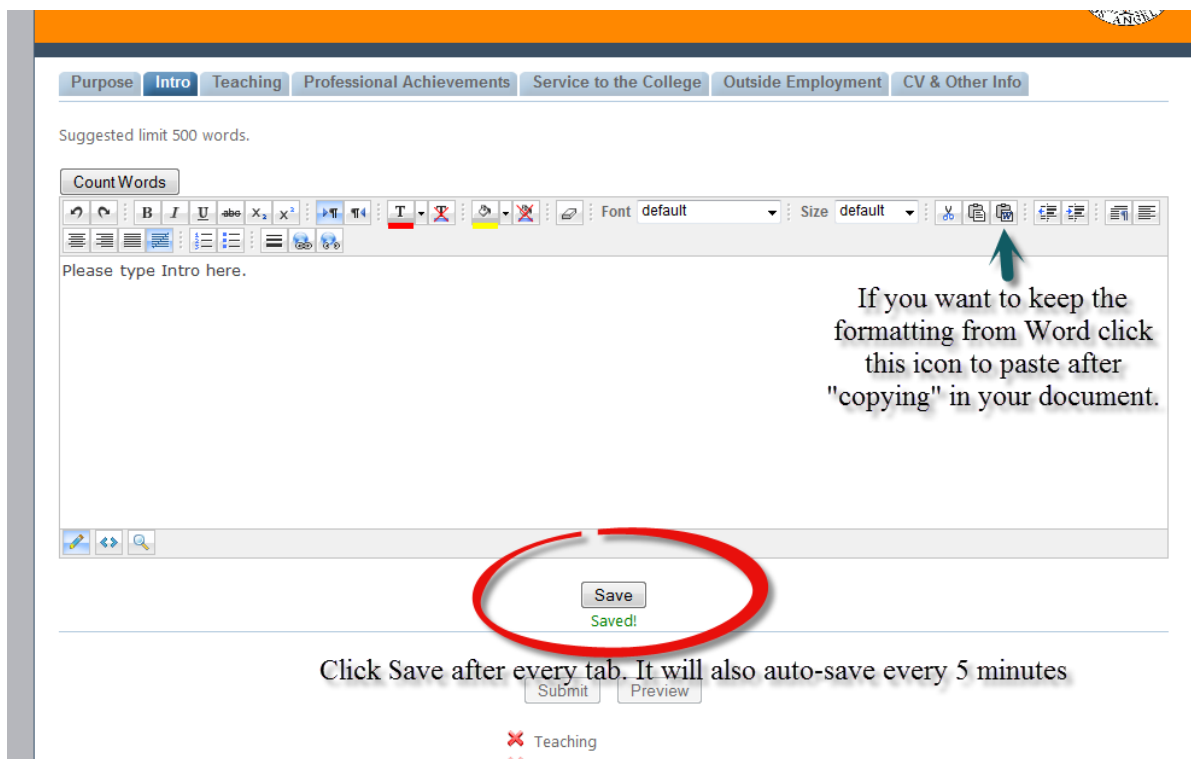
1. 2 ways to access the Annual Report: MY OXY Faculty Channel or Forms for Faculty webpage (http://www.oxy.edu/faculty/forms-faculty):


2. Click on each tab to enter the text. Remember to save after each tab. If you want to copy/paste from word and keep the formatting, use the icon to the right.
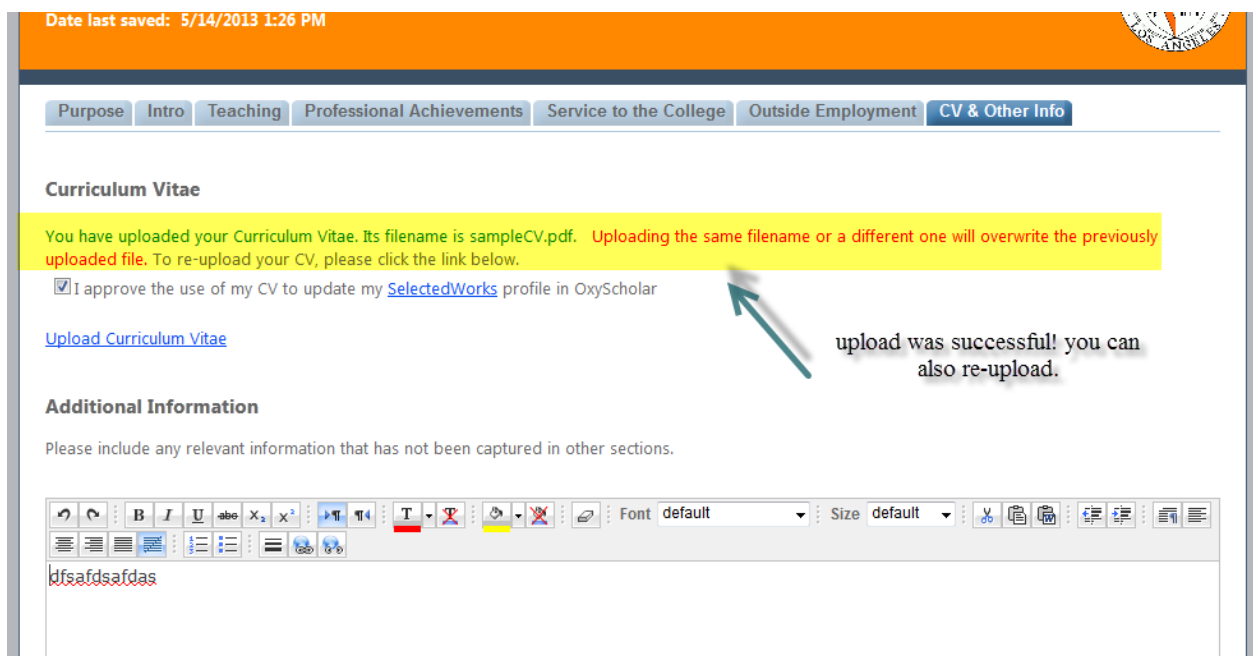
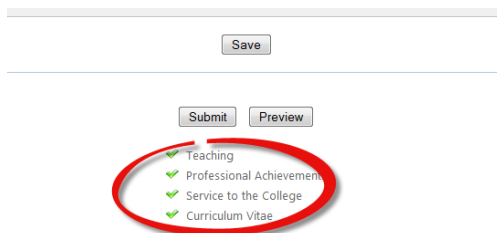# Faculty Annual Report Submission Instructions

3. Uploading CV. Click Browse and find your word or pdf, then check (or uncheck) if you approve your CV for the uses of updating your Selected Works, and then finally click upload.
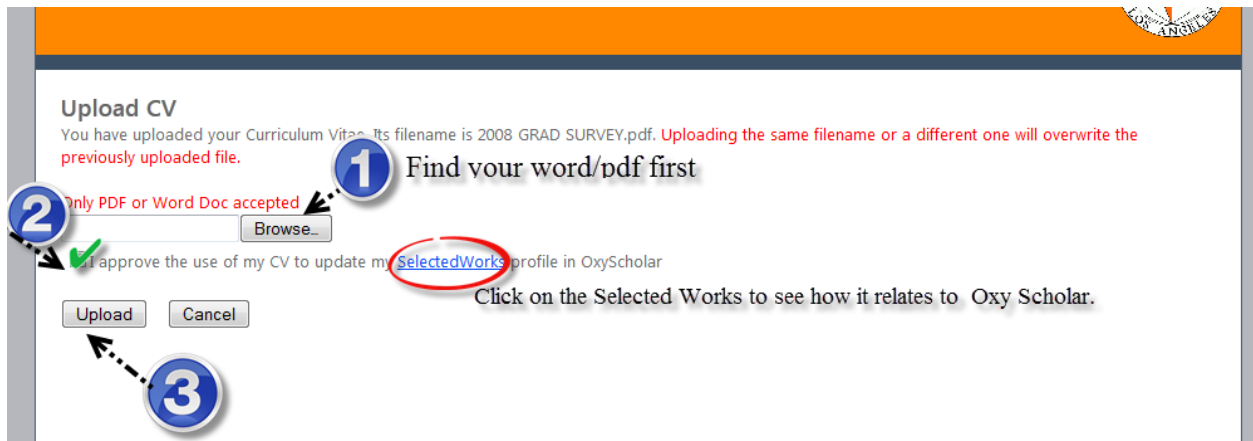
.4. If upload is successful you will see the name of the pdf :

5. Once all required sections are complete you will see 4 green check marks:

6. You can then submit and/or preview. Once submitted you will receive a copy. You may edit the responses until the deadline!