**The purpose of** this document is to provide a space for actionable reports to be requested through the **Faculty Success** software. **Faculty Success (FS)** is the TTU-selected database software for faculty scholarly activity, used for accreditation, program reviews, annual faculty reviews, and other uses as required for TTU operations from the individual up to the university-level.

**Faculty Success** utilizes both self-reported and official TTU data for reporting to various government entities, as well as our accreditors. OPA frequently receives data requests or new report templates for single or frequent uses. This form will help to guide your request and provide a better understanding of what **FS** can do with the existing data.

**Please complete this form** and email it to opa.support@ttu.edu with a relevant subject line, such as “Report Request:” or similar. An OPA staff member will reach out after confirming receipt of your request, and we will ask for any clarifications we may need to get started. In many cases, we will be able to generate the requested report without additional discussion, but we may reach out or schedule a meeting with additional questions.

**What is your name and contact information, as well as any other stakeholders, including departments, centers, or committees?** (If a committee or group is involved in this request, only include primary points-of-contact).

*Contact Information*

**What is the purpose of this request?** (e.g., how will the data be used, not necessarily what data will be included)?

*Purpose*

**What DATA will you be requesting?** (For a list of metrics that can be found within Faculty Success, please follow the link here.)

*Data Requested*

**What is the DATE RANGE for this data?** (Be as specific as possible. For AY or FY, OPA uses September 1st and August 31st as the start and end date of a Fiscal or Academic Year.)

*Date Range (be as specific as possible, feel free to use terms like AY, FY, or CY, assuming September 1st through August 31st (for Academic/Fiscal Year) and January 1st through December 31st for CY.)*

\* **There is behind-the-scenes logic that ensure Academic Year-based metrics, which may have a start date PRIOR to September 1st, will be included in date-based reporting and don’t overlap other years. This does not affect *ad hoc* reports such as this, unless such a field is being used. OPA will alert you to any potential issues for clarification prior to creating a report.**

**Will this be a one-time request, or will this be a continuous request at certain times of the year/semester?**

*How often will you need this report?*