

FACULTY ACTIVITIES REPORT (FAR)

Audience

Department Chair/School Director
Dean's Office

Purpose

- To provide Chair/Director with information needed to determine **your merit raises**
- To provide department/school, college, and university with **statistics** so we can tell a positive story about ourselves
- To help you keep your CV up-to-date and therefore useful

Tips for Filling Out Your FAR

- Meet the deadline (Feb. 15th).
- Be clear and succinct.
- Try to keep up during the year rather than doing it at the last minute.
- Don't pad or include irrelevant data.
 - Just because something is important to you doesn't mean you should put it on FAR. Think about your audience.
 - The goal is not to fill in every category; just the categories relevant to you.
- If you have something important to report, but it doesn't exactly fit the categories, find a way to include it: consult your chair/director or the associate dean if you need help deciding where to put it.
- Think about what "counts" in your department/school and in your college, and tailor your FAR toward that.
- If what seems to count for your department/school differs from what counts for your college, include both.

Common Mistakes to Avoid

- Be sure to put information in the correct places.
 - Publications should only be things *you* authored.
 - Anything written *about you or your work* should be entered into media exposure. Any media *you've* produced should be entered under creative research or publications.
 - "Performance" (option for creative work) should only be used when *you* are the performer. If you are the director/playwright/composer/conductor, etc., use a type that matches *your role*. If none of the choices match your role, choose "other" and include an explanation of your role in the "description" box.
- Each item or event should only be entered once.
- Note that many items (such as publications, creative research, and presentations) have options for progressive stages such as "accepted" to "published". Be sure to update such entries appropriately each year.
- Do not enter CFA Travel Grants or Pre-tenure Professional Development Funds. They are not competitively selected.
- Be sure to include accurate end dates. This means you might need to go back to previous entries to update yearly. Otherwise, things you did 5 (or more!) years ago may show up in the current FAR as on-going.