Faculty Activity Report (FAR) Workshop

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Today's plan

- ✓ UCV update
- ✓ What is FAR?
- ✓ Who is the audience for FAR?
- ✓ Why bother?
- ✓ Tips for filling out your FAR
- ✓ Common mistakes
- ✓ FAR demo

UCV Update

- UCV = the university's new faculty data system
- Faculty Data Steering Committee (university committee)
- UCV Task Force (CFA committee)
- Planned timeline:
  - Spring – pilot & testing
  - May/June – full migration FAR->UCV
  - Watch email for workshops & information

What you need to know about UCV

- All data will automatically transfer from FAR to UCV

- Glitches are expected (should be plenty of time from Summer until February to check and correct)

- Some things will be different from FAR (hopefully better)

- UCV has additional capabilities (pulling a full CV as a PDF, running nuanced reports, etc.)

- As soon as we know more, I will be in touch

- We will have workshops next year to help you ☺

What is FAR?

The term FAR has been used across the university to reference a suite of 5 primary web tools all aimed at collecting and reporting faculty activity data. Most commonly, a faculty member refers to the FAR as the annual activity reporting process, while others think of it as their web profile.

For more information and to access FAR:

https://support.faculty.utah.edu/faculty-activity-reporting-far/

Who is the audience for FAR/UCV?

- Department Chair/School Director
- Dean's Office
- Once UCV is in place, audience will be broader

Why bother? (What's the purpose?)

- To provide Chair/Director and Dean's Office 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

- NOTE: Data is collected annually (calendar year)

- Meet the deadline (midnight Tuesday, February 15th)

- Be clear and succinct

- Try to keep up during the year rather than doing it at the last minute

Tips, cont.

- Don't pad or include irrelevant data
  - Just because something is important to you doesn't mean you should put it on FAR. Consider your audience.
  - You do not need to fill in every category; just the categories relevant to you.
- Just like your CV – create similar entry formats for like items

Tips, cont.

- Not sure *what* to include? OR not sure *where* to add an item?

- Think about **what "counts"** in your department/school. Tailor your FAR accordingly.

- If what seems to count for your department/school differs from what counts for your college, include both.

- Still confused about anything? **Ask you Chair/Director**

Common Mistakes to Avoid

- Be sure to put information in the correct places.
  - **Publications** = Things *you* authored.
    - Anything written *about you or your work* goes elsewhere (maybe media exposure?).
    - Any media *you produced* should be entered elsewhere (maybe under creative research?).
  - **Performance** (option for creative work) = *you* are the performer
    - If you are the director/playwright/composer/conductor, etc., select a category 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.

Common mistakes, cont.

- Enter each item or event *only* **once**.
- Grants/Funding: Enter only those that are **competitively selected**.
  - CFA Travel Funds or Pre-tenure Professional Development Funds? *NO*
  - CFA Research & Teaching Grants? *YES*

Common mistakes, cont.

- Remember to **update items entered in the past**
  - Many items (such as publications, creative research, presentations, grants, etc.) have options for progressive stages such as "accepted" to "published".
  - Be sure to include and *update* accurate **end dates**. Otherwise, things you did 5 (or more!) years ago may show up in the current FAR as on-going.

Now, let's look at FAR…

https://support.faculty.utah.edu/faculty-activity-reporting-far/