

## Policy 2-01: Faculty Activity Reports (FAR)

The FAR system was first initialized in 2006 under the leadership of then President, Michael Young as a centralized effort to collect, store and report on faculty activity data. The system was created through a joint effort of the university administrators, University Information Technology (UIT) and the College of Engineering. The system was piloted in the College of Engineering and over the years expanded to other departments around campus. As of 2012, all colleges and the Marriott Library had access to the FAR system. The system is currently operated under the management of the Assistant Vice President for Faculty Office.

The FAR is a tool for collecting college-wide information regarding faculty teaching, research, and service activities that can be used for yearly departmental and college assessment activities and for preparing reports required by accrediting agencies. The reports are also utilized for budgeting and other administrative purposes for a college, its departments and its programs.

### 1. Eligibility

The FAR system is accessible by all appointed faculty (tenure-line, career-line, and adjunct), post doctoral employees, and enrolled doctoral students.

### 2. Access and Operations

Activities on the FAR system may be reported online through the FAR webpage (<https://faculty.utah.edu/activityreport/>), the Faculty Profile webpage (<https://faculty.utah.edu/>), or through a faculty member's CIS account. FAR activities are categorized broadly into research, teaching and service, and college leadership has the choice to choose which particular sections and data types would reflect that college's practices and standards best.

Once in the system, there are two ways to populate the report. Faculty may either directly enter activities into the report or they may add activities routinely to their faculty profile which automatically populates the Report for them. The advantage of linking the Faculty Profile page to the Report is that faculty need enter new activities only once.

While individual faculty have access to only their reports, college and departmental administrators may access Individual and aggregate FAR data reports as well as CVs through the FAR system. Departmental administrators may run department-level reports while college administrators may run both college- and department-level reports. Aggregate reports are available as Microsoft Excel (.xls) files. Complete instructions for accessing individual and aggregate reports are available at: <http://academic-affairs.utah.edu/office-for-faculty/websites-for-far-system/>. The Office for Faculty also provides college-level demos of the FAR system upon request.

### 3. Reporting requirements

FAR reports are generated for each calendar year (January to December). Career-line and tenure-line faculty, post-doctoral employees, and enrolled doctoral students are required annually to submit an updated report. Adjunct faculty are encouraged, but not required, to

maintain an updated FAR. To be considered for a salary increase as part of the university's annual budget cycle, faculty members must submit a complete FAR update by the submission deadline. The dean announces annually the FAR submission deadline for the upcoming reporting cycle, usually around January 1.