

### **Electronic Faculty Activity Report (eFAR)**

To access eFAR, login to Banner Web and go to Faculty Services. You'll find "Electronic Faculty Activity Reporting" at the bottom. When you enter the system, you'll see brief instructions about how to complete your eFAR and link to a tutorial video. The faculty activity categories on the eFAR are identical to those on the Microsoft Word-based FARSA form, so you will see similar language if you have completed FARSA previously. There is no need to print the eFAR; your chair and dean will have access to their unit's eFAR automatically through Administrative Reporting.

We continue to work on gathering information on Student-Faculty Research and encourage you to input this in "Scholarship Area: Create Scholarly and Artistic Publications in Written or Recorded Form or Research".

Both eFAR and the self-assessment will be due on June 1<sup>st</sup> (Faculty Handbook, p. 89). Questions regarding eFAR may be sent to the Faculty Affairs Committee and the Provost Office.