FACULTY ACTIVITY REPORTING

eFAR (electronic Faculty Activity Report) AND Self-Assessment Essay

Faculty use the eFAR (electronic Faculty Activity Report) tool in Banner Web to complete their Faculty Activity Report. The electronic reporting tool was developed through close cooperation among the Faculty Affairs Committee, Information Systems, and the Provost Office.

Accessing eFAR

- Login to Banner Self-Service
- Select "Faculty Services"
- Select "Electronic Faculty Activity Reporting"
- When you enter the system, you'll see brief instructions about how to complete your eFAR and a link to a tutorial video.
- There is no need to print the eFAR; your chair and dean will have access to their unit's eFAR automatically through Administrative Reporting.

Reporting Activity in eFAR

- View the "eFAR Table of Contents" to see all available sections and categories.
- Input Student-Faculty Research in "Scholarship Area: Create Scholarly and Artistic Publications in Written or Recorded Form or Research."
- **All information for the current academic year must be submitted by June 1**. The current academic year will close and the new academic year will open on the first business day following June 1. You will not be able to make changes to the academic year after it has closed.
- Faculty are also responsible for submitting a self-assessment essay to their department chair/associate dean by June 1. See additional information under "Self-Assessment Essay" below.

"Roll" Information from the Previous Academic Year

For those that used eFAR last year, the system allows you to "roll" activities reported in the previous academic year into the current academic year. **You must "roll" information for the prior academic year before June 1.**

To use the "Roll" option:

- Scroll to the bottom of the screen and click on "Select Academic Year."
- Select a previous academic year in which you would like to roll over your activities and submit.
- Select a section (e.g., Scholarship Area - Professional Scholarly and Artistic Presentation) in which you entered information for the selected academic year.

- Select a "Roll" option to copy all elements that do not already match other elements to currently open academic year.
- All entries will be rolled over into the current academic year. You will be able to delete individual entries once they are rolled over.
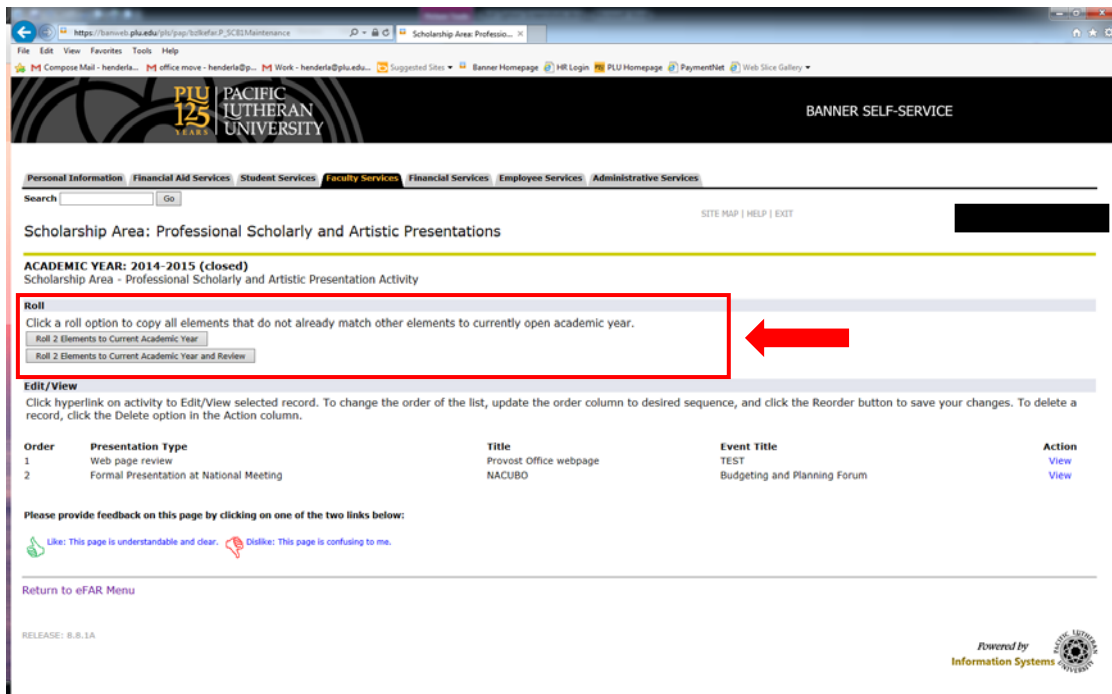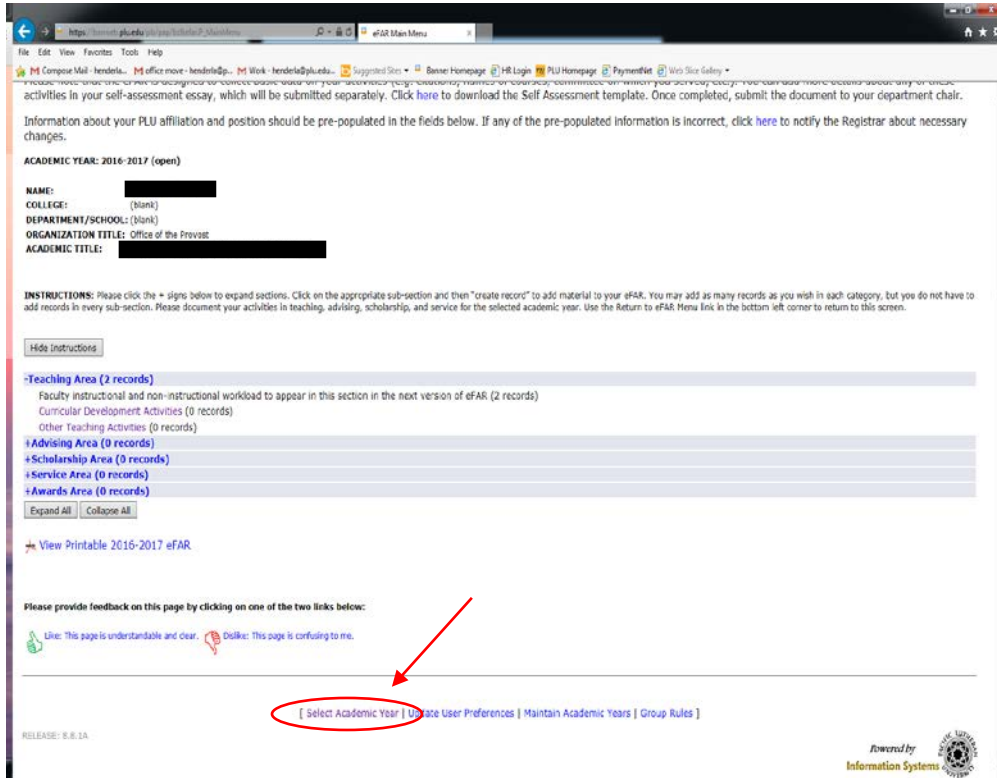
⇨ Self-Assessment Essay

The Self-Assessment Essay is <u>not</u> part of the eFAR. The self-assessment should be sent in a Word format to your department chair/associate dean. Please do not submit the self-assessment to the Provost's Office.

The Self-Assessment Essay should:

- Include an analysis of teaching evaluations that you have in your possession at this time.
- Review priorities that you set last year, and give an indication of accomplishments or revisions related to those priorities.
- Describe your priorities for the coming year.

Both eFAR and the Self-Assessment Essay are due **June 1** (Faculty Handbook, Section IV, Part IV, Sections 2 and 3. Faculty Review Process).

Contact the Office of the Provost (provost@plu.edu) with questions regarding eFAR.

*Deans, Associate Deans, and Department Chairs – instructions for accessing eFAR information from your respective units is available here.