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# FACULTY ACTIVITY REPORTING

## eFAR (electronic Faculty Activity Report) AND Annual Self-Assessment Statement

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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 “Annual Self-Assessment Statement” 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. In order to utilize the “roll” feature, you must do so by May 31.**

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.

Information about your PLU affiliation and position should be pre-populated in the fields below. If any of the pre-populated information is incorrect, click [here](#) to notify the Registrar about necessary changes.

**ACADEMIC YEAR: 2016-2017 (open)**

**NAME:** [REDACTED]  
**COLLEGE:** (blank)  
**DEPARTMENT/SCHOOL:** (blank)  
**ORGANIZATION TITLE:** Office of the Provost  
**ACADEMIC TITLE:** [REDACTED]

**INSTRUCTIONS:** Please click the + signs below to expand sections. Click on the appropriate sub-section and then "create record" to add material to your eFAR. You may add as many records as you wish in each category, but you do not have to add records in every sub-section. Please document your activities in teaching, advising, scholarship, and service for the selected academic year. Use the Return to eFAR Menu link in the bottom left corner to return to this screen.

**-Teaching Area (2 records)**  
 Faculty instructional and non-instructional workload to appear in this section in the next version of eFAR (2 records)  
 Curricular Development Activities (0 records)  
 Other Teaching Activities (0 records)

**+Advising Area (0 records)**  
**+Scholarship Area (0 records)**  
**+Service Area (0 records)**  
**+Awards Area (0 records)**

Expand All Collapse All

[View Printable 2016-2017 eFAR](#)

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[ Select Academic Year | Update User Preferences | Maintain Academic Years | Group Rules ]

**BANNER SELF-SERVICE**

Personal Information | Financial Aid Services | Student Services | **Faculty Services** | Financial Services | Employee Services | Administrative Services

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Scholarship Area: Professional Scholarly and Artistic Presentations

**ACADEMIC YEAR: 2014-2015 (closed)**  
 Scholarship Area - Professional Scholarly and Artistic Presentation Activity

**Roll**  
 Click a roll option to copy all elements that do not already match other elements to currently open academic year.  
 Roll 2 Elements to Current Academic Year  
 Roll 2 Elements to Current Academic Year and Review

**Edit/View**  
 Click hyperlink on activity to Edit/View selected record. To change the order of the list, update the order column to desired sequence, and click the Reorder button to save your changes. To delete a record, click the Delete option in the Action column.

Order	Presentation Type	Title	Event Title	Action
1	Web page review	Provost Office webpage	TEST	View
2	Formal Presentation at National Meeting	NACUBO	Budgeting and Planning Forum	View

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[Return to eFAR Menu](#)

## Annual Self-Assessment Statement

The Faculty Handbook (Section IV, Part IV, Sections 2 and 3) outlines expectations for faculty to report and reflect on their activities at the conclusion of each academic year. Both the electronic Faculty Activity Report (eFAR) and self-assessment statement are due annually on June 1.

The self-assessment statement should be submitted to your school dean/chair/associate dean (e.g., as a Word document) and copied to your college dean; it is your responsibility to retain a copy for your own files. (You will include these assessments in formal reviews). Please do not submit the document to the Provost's Office.

The Self-Assessment statement should:

- Address the three dimensions of faculty review as outlined in the Criteria for Tenure and Promotion at Pacific Lutheran University.
- Include an analysis of teaching evaluations from the current academic year that you have in your possession at this time.
- Review priorities that you set last year, and describe accomplishments or revisions related to those priorities. If this is your first year at PLU, consider and reflect upon any priorities you may have set as you began the academic year.
- Describe your priorities for the coming year.
- Faculty should also consult with their chair/associate dean to ascertain if there are particular elements of the assessment required by their unit.

The length of the assessment will vary from faculty member to faculty member and from year to year. Suggested maximum length is 5 pages, single spaced.

Contact the Office of the Provost ([provost@plu.edu](mailto:provost@plu.edu)) with questions regarding eFAR. If you have questions regarding the type of activity that should be included in your eFAR or Self-Assessment Statement, please contact your chair/associate dean or college dean. Previewing [the eFAR Table of Contents](#) before you begin may help you determine the best section for each activity you will be reporting.

\*College Deans, School Deans, Associate Deans, and Department Chairs – instructions for accessing eFAR information from your respective units is available [here](#). Please wait until June 2 to export any reports for your faculty/unit.