

FACULTY ACTIVITY REPORTING

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

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.

Academic Unit Heads: 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.

➔ 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 statement to their academic unit head by June 1. See additional information under “Annual Self-Assessment Statement” below.

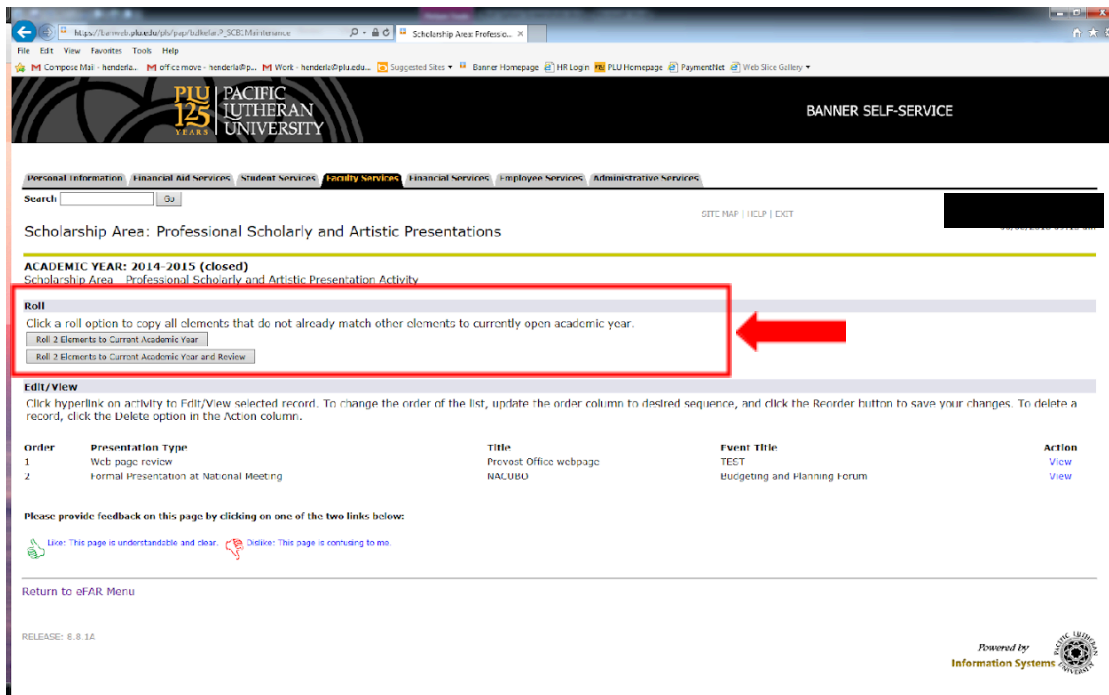
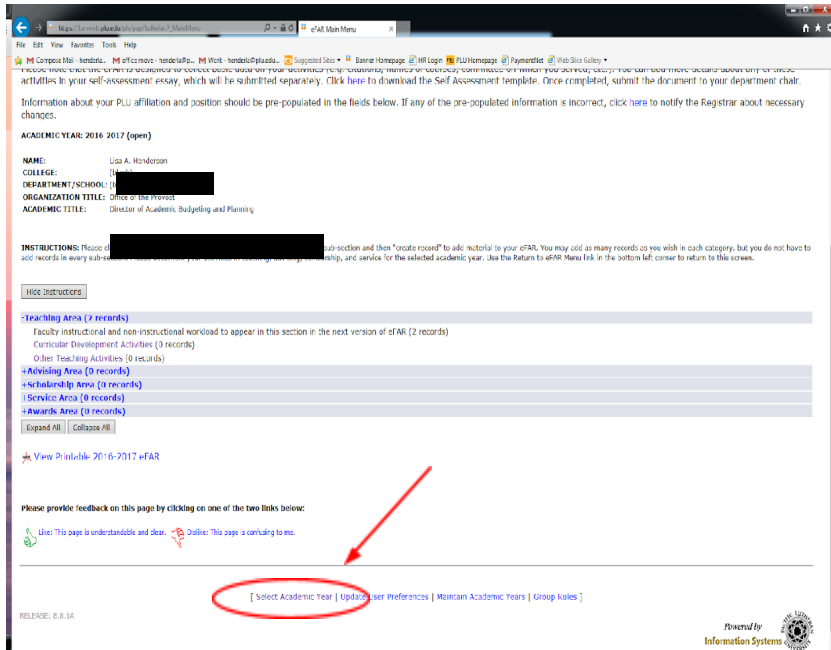
➔ “Roll” Information from the Previous Academic Year

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 the 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.



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 academic unit head (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 feedback 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 unit head to ascertain if there are particular elements of the assessment required by their unit.

The length of the assessment will vary from year to year, but the suggested maximum length is 5 pages, single-spaced.

Optional Reflection: Equity and Retention

The purpose of this optional activity is to invite self-reflection for your own growth and development. A reflection on your “why” is one of the most effective practices for engaging an equity-minded approach to teaching, which is, in turn, a major contributor to student success. Depending on whether you have engaged in such reflection before, we offer two suggestions.

- If this is your first time completing an Annual Self-Assessment Statement, or if you did not address this optional prompt last year, we invite you to reflect on your equity-in-retention “why”.

In [this video](#) (begin viewing at 15:30 and conclude at 32:30) from the Gardner Institute's Equity in Retention Academy, [Dr. Isis Artze-Vega](#) – an expert in retention strategies, faculty development, and equity – outlines the “what” of equity in retention, the importance of finding your “why” when it comes to doing this work, and the “how” for getting started. At the end of the 20:00- 24:00 mark, she calls on participants to articulate their “why” for doing this work. Because examining and reflecting on student success data is part of doing retention work with an equity lens, faculty should each find their equity in retention “why” based on the prompt shared by Dr.

Artze-Vega and share their response to this prompt in their self-assessment statement.

- Faculty who addressed the above prompt last year are encouraged to review your response and consider how your equity in retention “why” shaped the work you did across teaching, scholarship, and/or service.

You are encouraged to submit your reflection as a separate document (e.g., “LAST NAME Equity and Retention Reflection 25-26”) so your academic unit head and college dean can be apprised of your development. Because this prompt is not part of the formal self assessment, you are also welcome to skip this activity.

Questions

If you have questions regarding the type of activity that should be included in your eFAR or Self-Assessment Statement, please contact your academic unit head or college dean.

Previewing [the eFAR Table of Contents](#) before you begin entering information may help you determine where to place each activity you are reporting.

If you have any questions with the eFAR process or platform, contact the Office of the Provost (provost@plu.edu).

Office of the Provost – updated April 2026