
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. **The 2019-20 Faculty Activity Reporting Deadline has been extended from June 1 to June 12, 2020 due to the disruptions caused by the Novel Coronavirus COVID-19 pandemic.**

➡ 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 12.** The current academic year will close and the new academic year will open on the first business day following June 12. 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 12. 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. This is still true this year, in order to utilize the “roll” feature, you must do so by May 31, 2020.**

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.

[Hide Instructions](#)

-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](#)

Please provide feedback on this page by clicking on one of the two links below:
 Like: This page is understandable and clear. Dislike: This page is confusing to me.

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

RELEASE: 8.8.1A

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 Information Systems

The screenshot shows the Banner Self-Service interface for Pacific Lutheran University. The page title is 'Scholarship Area: Professional Scholarly and Artistic Presentations'. Under the 'ACADEMIC YEAR: 2014-2015 (closed)' section, there is a 'Roll' section with the instruction: 'Click a roll option to copy all elements that do not already match other elements to currently open academic year.' Two options are listed: 'Roll 2 Elements to Current Academic Year' and 'Roll 2 Elements to Current Academic Year and Review'. A red box highlights the second option, and a red arrow points to it from the right. Below this is an 'Edit/View' section with a table of presentation records.

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

➡ Self-Assessment Essay

The Self-Assessment Essay is not 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). **However, the 2019-20 Faculty Activity Reporting Deadline has been extended from June 1 to June 12, 2020 due to the disruptions caused by the Novel Coronavirus COVID-19 pandemic.**

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](#). **Please wait until June 13 to export any reports for your faculty/unit to accommodate the deadline extension.**