Preparing your Promotion Packet
Faculty Activity Report (FAR)

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Overview

- Facts about the FAR and the Promotion and Tenure process (30 min.)
- FAR procedures and best practices (40 min.)
- Telling your story on the FAR (20 min.)
- How to get help
FAR Facts - Basics

• What is the FAR?
• Who reviews the FAR?
• FAR as a standardized form
• FAR edits
  • Format and order should be maintained
  • Minor edits may be required in special circumstances
• Blank sections
FAR Facts – Data Basics

- Data populated from campus databases
  - Scheduled teaching and advising
  - Grants, contracts, and intellectual property
  - Human resources data
  - Michigan Tech workshop attendance
- Remaining data entered by faculty
- Faculty must review all data for completion and accuracy
FAR Facts - Dates

• Record dates
  • Missing dates defaults to record being current
  • Missing end date defaults to record being ongoing
  • Dates must be updated when status changes

• Date Range for running report
  • Current academic year
  • September 1, 2019 – August 31, 2020
  • History is embedded in report logic
# FAR Facts - Dates

**Run Faculty Activity Report (Promotion and Tenure)**

**Date Range**
- **Start Date**: September 01, 2019
- **End Date**: August 31, 2020

**Whom to Include**
- Users Selected by: Individual (1)
- Change Selection
- Include These Accounts: Enabled Only

**Report Options**
- Citation Style: Michigan Tech

**File Format**
- File Format: PDF
- Page Size: Letter

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**Michigan Technological University**

8/29/2019

Faculty Activity Report
FAR Facts - Dates

FACULTY ACTIVITY REPORT
2017 version - Promotion and Tenure
September 1, 2019 - August 31, 2020

For Promotion and Tenure purposes, the date range of this report must be September 1 to August 31 of the current academic year

NAME
Robyn A. Johnson
FAR Facts Questions?
FAR Procedures and Best Practices - Overview

- Data input and review
- Running the FAR
- Proofing the FAR
- Data input options
- How to handle errors
FAR Procedures and Best Practices - Data input/review

- Set aside periodic time to review and update data
  - Source data correction can take time
  - Be aware of reporting cycles
  - Reviewing FAR is easiest option for data review

- Get familiar with screens
  - Some you may not use
  - Some have no manual input option

- Watch out for status changes
FAR Procedures and Best Practices – Running reports

- The FAR (Promotion and Tenure) has the most history
- Date ranges matter!
- Rapid reports
  - Quick way to run reports within a screen
  - Saves your report settings
- Demonstration
FAR Procedures and Best Practices – Proofing the FAR

- Run FAR and review on paper
  - Can use extended date range to see further back
  - Review entire FAR before updating data
- FAR tells you where to find data
- Common issues
  - Start/end dates
  - Partially blank fields
FAR Procedures and Best Practices – Proofing the FAR

University Service from General Services screen, Service Type equals “University”.

(July 2016 - Present). Committee Chair, Do Dates Matter Committee.

(February 2016 - August 2018). Committee Co-Chair, We Should Have Start and End Dates Committee.

(2017). Committee Member, Yes, Dates Matter Committee.
FAR Procedures and Best Practices – Data input options

- Most data requires manual input
- Import Data – Publications
  - Direct import from external databases
  - Import from BibTeX file
  - DM “Review a guide” on main page for detailed instructions
- Other options
  - Pasteboard
  - File upload
  - URL listing
FAR Procedures and Best Practices – Errors

- Identify source
- If the error is from manual input, you can correct
- If error is from Michigan Tech database
  - Identify and contact source department
  - Contact administrator if there is a data mismatch
- Source corrections can take time
- Minor FAR edits may be required as a temporary fix
FAR Procedures and Best Practices Questions?

8/29/2019
Telling your Story - Overview

- Narrative fields
- Data that does not “fit”
- FAR Addendum field
- FAR is just one part of the package
Telling your Story – Narrative fields

- Limited format options
- Annual fields
- Static fields
- Record-specific fields
- Word/character limits
Telling your Story – Data that does not “fit”

- Non-Michigan Tech positions
- Non-Michigan Tech advising and teaching
- Sponsored Research Activity not in TechTracS
Telling your Story – FAR Addendum

• Appears at end of FAR
• Explanations about specific records or groups of records
• Additional data that does not “fit” elsewhere
• Keep in mind other package materials
• This is a static field so must be updated as needed
Telling your Story
Questions?
How to get Help

- DM guide on main page
- Workshops
- Michigan Tech Digital Measures Administrator
  - Robyn Johnson
  - dm-admin@mtu.edu
  - 487-2135
Questions?