

# INTERFOLIO: FACULTY ACTIVITY REPORTING (FAR) DEFINITIONS

March 3, 2023

## Teaching (Instruction)

All courses taught are pre-loaded based on Banner course and instructor information. Adjustments can be made if needed.

The percentage of effort for instructional activity in the classroom and/or laboratory resulting in the production of Student Credit Hours reported in the official university files. The percentage of effort is based on the overall assignment and not contact hours. This activity involves instructional preparation, lectures, supervising laboratory work, evaluating student efforts, and conference with and tutoring of students. Variables that may affect the total effort include, but are not limited to, enrollment, teaching assistants, multiple sections of the same course, and the amount of preparation required. Directed Independent Studies, where students study a specifically assigned topic on their own and meet regularly with a faculty member to review progress and evaluate achievements, may be reported here as well. In certain situations, effort for Directed Independent Studies, theses, dissertations and Honors capstone courses may be split and reported both here and a percentage under Research: University – Other.

Community-Engagement courses may be reported here. Curricular activities that connect students with activities that address community-identified needs through mutually beneficial partnerships that deepen students' academic and civic learning. Examples may include experiential-learning courses such as academic service learning, internships, and educational field experiences.

Undergraduate Research and Inquiry (URI) courses may be reported here. Curricular activities that actively engage undergraduates in the process of research and inquiry through projects/assignments centered on a question or unstructured problem for which no clear answer exists. Examples include courses supported by the OURI curriculum grants program and research intensive (RI) designated courses/capstones as well as supervised research experiences, internships, co-ops or independent study that include research and inquiry activities. As stated above, in certain situations a percentage of the effort may be reported here and a percentage of the effort under Research: University - Other.

## Instruction Related

Activity Type	Definition
Academic Advising	Formal counseling with students on academic course or program selection, advising on graduate and professional programs and career counseling. Supervision of teaching assistants and mentoring activities may be reported in this category. Reports shall describe advising activities in the Description field.
Supervision Co-op	Coordinating the placement of Cooperative Education students into supervised work experiences, evaluating student progress, and counseling and conducting seminars for Cooperative Education students.
Other Instructional Effort	Performance of instructional related activities that are not directly tied to specific credit courses reported in "Teaching". This includes any development activities for courses not reported in "Teaching" for the current term, new course development,

	<p>new program planning, preparation of assessment plans and academic learning compacts. Preparing, coaching and evaluating students for papers presentations, performances and exhibits outside of courses listed in “Teaching” may be reported here. The development, recruitment and administration of a Study Abroad program could be reported here. Efforts expended on Honors Compacts, as well as the supervision of internships not tied to specific courses reported in “Teaching” may be reported here.</p> <p>Other instructional effort may also include teaching residents and fellows in graduate medical programs. A significant portion of this teaching may be done outside the classroom and may include, but is not limited to: 1) teaching in the operating room and on ward rounds; 2) one-on-one teaching during mentoring and review process for scholarly activity and resident QI-projects; 3) small group educational sessions related to specific educational assignments.</p>
Clinical Instruction	<p>Instruction conducted with students in clinical settings where the course is not listed in the “Teaching” category. Clinical instruction can be listed as a class when it has a course number, therefore, would not be listed here.</p>

**Scholarly Contributions and Creative Productions**

This section is for reporting research work with specific outcomes. Written works for research activities include Books, Book Chapters, Journal Article, Patent, Poster Presentation, Presentation, Proceedings and Review. Contributions in the form of an artwork or exhibition can be reported under Creative Performance or Creative Production. Preliminary research studies can be included in Others.

Please select appropriate Research Funding Type that supports this activity, and deduct the FTE reported here from the corresponding Grants (External)/University (Internal) Research section. Double counting will cause reporting errors to the State of Florida.

Activity Type	Definition
Book	A printed or electronic work of fiction or nonfiction. Please only include scholarly books published with International Standard Book Number (ISBN)
Chapter	A main division of a book, usually bearing a number or title.
Creative Performance	An artwork or exhibition created through actions executed by the artist or other participants. Many performing art activities belong to this category, such as dance, music, opera, theatre and musical theatre.
Creative Production	An artwork or exhibition traditionally presented to a public in a fine art context, such as photography, video production, painting, sculpture, as well as print and digital productions.
Journal Article	A journal is a collection of articles that is published regularly throughout the year. Journal articles are shorter than books and present the most recent research about very specific topics. They may be published in print or online formats, or both.

Patent	A patent grants the patent holder the exclusive right to exclude others from making, using, importing, and selling the patented innovation for a limited period of time.
Poster Presentation	A poster presentation provides a visual representation of academic or professional research at a conference through text, charts, graphs, and other visual aids.
Presentation	An oral presentation is a formal, research-based presentation of academic work. It involves speaking to a group of people in-person or through technology. Many presentations also have some form of supporting visual aid such as slides, a whiteboard, projections, or flip charts.
Proceedings	A conference proceeding is the published record of a conference, congress, symposium, or other meeting sponsored by a society or association, usually but not necessarily including abstracts or reports of papers presented by the participants.
Review	A scholarly review describes, analyzes, and evaluates a work (such as an article, book, film, or performance). A review also shows how a work fits into its disciplines and explains the value or contribution of the work to the field.
Other	Scholarly contributions not covered by the above categories, including preliminary work and not formally published work such as case studies, meta-analysis, commentary, theoretical or conceptual, professional communications.

## Grants (Sponsored External) and University (Internal) Research

Research activities can be reported under one of the five categories: Sponsored Research, University - Undergraduate Research and Inquiry (URI), University - Department Funded Research Project, University - Internally funded Pilot or Seed Award, or University - other. Research proposals that are being prepared, submitted, or withdrawn can also be included here. Please select the appropriate status as of the reporting semester.

For the four categories of university research, research or creative activities are ordinarily managed by university. They should be accompanied by the identification of a specific activity and specific expected outcomes. Reports Assignments should include a description of activities toward the fulfillment of the research assignment.

### Research Funding Type

Sponsored Research	All research or creative activities that are funded from Contracts and Grants budget (sponsored by federal, state, local and non-federal agencies and organizations, including federal flow-through). This includes all grant, contract and industry supported research activities both basic and clinical.
University - Undergraduate Research and Inquiry (URI)	Undergraduate Research and Inquiry (URI) may be reported here. Supervising an inquiry or investigation conducted by an undergraduate that makes an original intellectual, technical, or creative contribution to the discipline or practice, or applied research, where the student uses

	<p>discipline-appropriate data to address a research question/problem for which no clear answer exists. The contribution to the discipline or practice should be documented in appropriate ways within each discipline such as written works, presentations, publications, juried exhibitions, performances, works of art, and other appropriate documentation with undergraduate students as co-authors.</p>
<p>University - Department Funded Research Project</p>	<p>Faculty effort on a research project approved by the Department Chair as part of the faculty annual assignment and now verified by the faculty member as having performed a specific FTE during a specific semester, towards aims or expected outcomes, connected to that research project. A statement of work or research abstract with expected outcomes is to be documented in the assignment, and a progress report included at the time of the semester report.</p>
<p>University - Internally funded Pilot or Seed Award</p>	<p>Faculty effort on internal research Pilot or Seed awards funded by the Research Institutes (Pillars), the Division of Research (DOR), College Deans or Departments, for research conducted on specific research projects. As these awards are extended throughout the year this information may not be known at the time of the faculty assignment, but effort may be verified when semester reporting is conducted.</p>
<p>University - Other</p>	<p>General research, scholarly or creative activities required to maintain currency in the discipline and keep teaching up-to-date should be reported here. Also Grad medical education, community service research, portion of thesis/dissertation, and supervision of graduate research assistants.</p> <p>For graduate medical education programs, a significant amount of the research/scholarship effort occurs outside of the laboratory, at participating clinical training sites.</p> <p>Community- Engagement activities may be reported here. In this section it may include a collaborative process between the researcher and community partner that creates and disseminates knowledge and creative expression with the goal of contributing to the discipline and strengthening the well-being of the community. Community-engaged research (CER) identifies the assets of all stakeholders and incorporates them in the design and conduct of the different phases of the research process.</p> <p>As indicated in the "Teaching" section, a portion of theses and dissertations and capstone projects in disciplines that have an Honors program may be reported here.</p>

## Services

<p>Professional Service (include public service that are not required by rule/statute and not clinical)</p>	<p>Extends the professional and/or discipline related services of individuals to the community, the state, or the nation. This includes service in professional organizations, such as membership on an editorial board, professional committee or advisory board. The primary intent is to provide professional and/or discipline related services, other than instruction, that are beneficial to groups, organizations or individuals external to the university. Such public service shall not generate remuneration from third parties, although honorariums are acceptable. Reports shall list, in the supporting documentation area, the activities toward fulfilling the assignments.</p> <p>Working with the Career Center, coordinating the placement of Cooperative Education students into supervised work experiences, evaluating student progress, and counseling and conducting seminars for Cooperative Education students.</p> <p>Undergraduate Research and Inquiry activities that involve the application of professional expertise to support undergraduate research efforts aligned with the institution's strategic plan. Activities could include mentoring of undergraduate students in research and inquiry either through the department, an outside grant, or the OURI Undergraduate Research grants program, serving as judges or reviewers for undergraduate research-related journals, grant programs, and symposia etc.</p>	
<p>Community Service</p>	<p>Work that is conducted with community agencies which pertains to faculty's professional expertise. Extends the professional and/or discipline related services of individuals to the community, the state, or the nation.</p>	
<p>University Committees/Councils</p>	<p>Activities that provide advisory support, including special assignments as consultation service to university offices and units, faculty governance, and service on curricular and non-curricular related committees, including accreditation and program reviews. This may also include attending and participating in department/school/college meetings, attending commencement and other university ceremonies, and participating in recruitment and retention efforts.</p> <p>Participation in resident interview and selection; participation in resident and program evaluation; functioning in the role of resident mentor and career guide; participation in program development activities.</p>	
<p>Other Service</p>	<p>State Mandated Service</p>	<p>Public service activities required by rule or statute to be performed by state universities. This category is to be used for reporting education service effort of faculty and other professional employees involved in the performance of public service activities in the K-12 system that have been assigned by the unit administrator.</p>

	Clinical Service	Activity of faculty involved in the performance of non-reimbursable public service activities in a clinical environment that have been assigned by the unit administrator. Units using this category include the Colleges of Medicine, Nursing, Pharmacy, Health Professions, Dentistry and Veterinary Medicine as well as the University Counseling Center, Student Health Care, and Animal Facilities and Communication Sciences.
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Other Assigned Duties

Academic Administration	Supervisory, management, or staff activities related to the administration of a department, school, college, or university. This activity provides administrative support and management direction to instructional, research and public service programs and is formally assigned and evaluated. Assignments customarily and regularly require the incumbent to exercise discretion and independent judgement and to direct the work of others. Normally only academic administrators will report in this category. If the individual does not hold an administrative title, effort in this activity will describe the administrative activities performed by the individual in the supporting documentation. Coordination of a university-wide program and service on inter-institutional SUS Committees may be reported here.
Auxiliary Effort	All activities paid from the auxiliary budget that are not specifically assigned to other categories. This category includes effort expended on the operation of residence halls, dining halls, student unions, intercollegiate athletics, and other similar auxiliary enterprises.
Leave of Absence With Pay	An authorized, compensated leave of absence granted to an employee by the university.
Release Time	A reduction in an employee's course load (for instruction) or hours of work (for non-instruction) for purposes of carrying out activities for faculty governance or the United Faculty of Florida (UFF).

Appendix:

**Activity Category and Activity Type Summary**

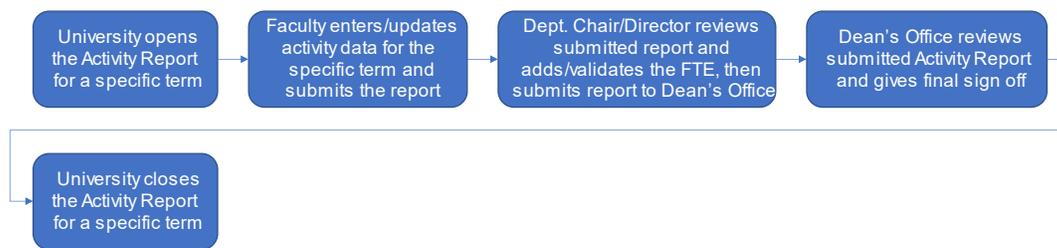
Activity Category	Overload Flag	Activity/Funding Type
Teaching (Instruction)	Y	
Instruction Related	Y	Academic Advising
		Supervision Co-op
		Other Instructional Effort
		Clinical Instruction
Scholarly Contributions and Creative Productions	Y	Sponsored Research
		University - Undergraduate Research and Inquiry (URI)
		University - Department Funded Research Project
		University - Internally funded Pilot or Seed Award
		University - Other
Grants/University/Department/Internal Research	Y	Sponsored Research
		University - Undergraduate Research and Inquiry (URI)
		University - Department Funded Research Project
		University - Internally funded Pilot or Seed Award
		University - Other
Professional Service	Y	
Community Service	Y	
Other Service	Y	Stated Mandated
		Clinical
University Committees	Y	
Other Assigned Duties	Y	Academic Administration
	Y	Auxiliary Effort
		Leave of Absence With Pay
		Release Time



## Overview of Faculty Processes



## Overview of Faculty Activity Report Process





## Key Things to Remember

- For Scholarship/Grant Activities
  - The activity status impacts whether the activity is ongoing or terminal
  - If there is a change in status over terms, then a new status must be **added, not changed**.
  - If there are changes to the activity classifications independent of the status, such as funding source, then the activity must be **cloned**.
- Ongoing Activities
  - Do not change the start terms
  - If there are changes to the activity classifications, then the activity must be **cloned**.



## Activity Statuses

- Ongoing Statuses:
  - Scholarship
    - In progress
    - Submitted
    - Revise & Resubmit
    - Accepted
    - In press
  - Grants
    - In preparation – Not submitted
    - Submitted
    - Submitted for review
    - Funded – In Progress
- Terminal Statuses
  - Scholarship
    - Completed/Published
    - Work Discontinued
  - Grants
    - Completed
    - Submitted – Not Funded
    - Work Discontinued
    - Withdraw n



## Resources & Technical Support

- FAU Interfolio Faculty Activity Reporting (FAR) webpage:
  - <https://www.fau.edu/iea/fair/interfolio-far/>
- Technical Support Contact Information:
  - First Point of Contact should always be the Dept./College Administrator
  - University level –
    - Arcadia Callahan, Director, Academic Personnel – [abetancourt@fau.edu](mailto:abetancourt@fau.edu)
    - Taina Teran-Campbell, Coordinator, Academic Operations - [tteran@fau.edu](mailto:tteran@fau.edu)
  - Helpdesk Ticket System – Link TBD
- Interfolio Help Team
  - Email: [help@interfolio.com](mailto:help@interfolio.com)
  - Phone: (877) 997-8807
  - Website: <https://product-help.interfolio.com/>
    - FAR: [https://product-help.interfolio.com/en\\_US/faculty-activity-reporting](https://product-help.interfolio.com/en_US/faculty-activity-reporting)