Faculty Activity Reporting (FAR) System

Purpose: FAR was designed to collect data from University of Maryland faculty for the following purposes:

1) Unit review committees for tenure and merit evaluations,
2) Outside Professional Activities reports for Academic Affairs, and
3) Faculty Workload non-instructional report.

FAR replaced earlier paper versions of previous reports for a more efficient data collection. It allows for timely access to data, archival storage and retrieval, and improved tracking of completion rates. The FAR reporting tool was opened this year from February 1, 2006 - May 1, 2006, for recording information about the 2005 calendar year. The system was originally developed by the College of Engineering and fielded within the college the previous year before being used across the entire campus this year. OIT also assumed responsibility for system maintenance at this time.

FAR Completion Rates: Calendar 2005; Spring 2006 Data Collection: 1,351 out of 1,367 faculty members (98.8%) of tenured/tenure track faculty submitted data using FAR. 88.7% of all faculty who were granted access to FAR (tenured/tenure track faculty and other full-time faculty designated by each college) completed their reports. Six colleges obtained a 100% completion rate.

Memo to Faculty Concerning 2006 Implementation:

Subject: Faculty Activity Report (FAR) System
Date: Thu, 31 Aug 2006 12:23:40 -0400 (EDT)
From: "William W. Destler, Provost" <UMMailer@megamail.umd.edu>
To: "Faculty"

Dear Faculty:

Thank you for your participation and support in successfully completing the inaugural Faculty Activity Report (FAR). Tenured/tenure-track faculty and non-tenured instructional* and research full-time faculty* are required to use the FAR system, which is available at http://apra.umd.edu/.

(*This is a change from last year.)

The web-based system collects faculty activity information in a single report, streamlining the process and reducing the time required. FAR replaces several paper surveys that you filled out separately in the past, including:

1. the college merit pay activity report,
2. the non-instructional faculty activity report (faculty workload), and
3. the outside professional activities report (a requirement of the Policy on Conflict of Interest and Conflict of Commitment).

The 2006 Faculty Activity Report will open in two stages.

Stage I - Three sections are available for completion now - the Personal, Publications/Presentations, and Awards sections.
Stage II - The rest of the survey will be open in January and will include the Instruction, Research, Service, and Contracts/Grants sections.

Deans and department chairs will have access to the data to use as part of the process for setting merit pay. The data will also be used in the aggregate to produce UM Faculty Workload Reports as well as to comply with the Board of Regents’ policies.

I appreciate your cooperation as we continue to implement the FAR system and collect valuable data on faculty activities. Please consult your department chair if you have questions regarding whether certain activities should be reported. Technical questions about the FAR system can be directed to your college's FAR contact person (see list at: http://www.faculty.umd.edu/conflictforms/FARCollegeContacts.pdf).

Sincerely,
William W. Destler
Senior Vice President for Academic Affairs and Provost