

# INTERFOLIO: FACULTY ACTIVITY REPORTING (FAR) DEFINITIONS

March 3, 2023



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 sponso

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.

University -  
Department Funded  
Research Project

## Services

Professional Service  
(include public service

	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.

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



### 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)