All faculty members are asked to submit an annual faculty activity report via the online Faculty Activity Reporting (FAR) System. For this purpose, faculty includes
- regular (tenured and tenure track),
- support (instructors, clinical/instructional faculty, artists/writers-in-residence), and
- research faculty.

Graduate instructors/assistants, visiting faculty, adjunct faculty, and research associates are not required to submit an activity report. Although visiting and adjunct faculty are not usually required to submit an activity report, they should submit one if they have taught a course during the year, since the chair is expected to prepare an annual review for all faculty who teach. Another factor to consider is whether an individual has any research products to be entered into the FAR database.

The online Faculty Activity Reporting System can be found by under myOleMiss, by selecting Faculty on the top bar and Faculty Activity on the second bar. You will then see a link to Faculty Activity and Evaluation.

What is the reporting period? When is the system open? When are the reports due? The reporting period is from March 15, 2009 through March 15, 2010. The system is always open for you to enter research and creative activities. The task of creating an annual activity report is what this reminder is about. The deadline for submitting your annual activity report is April 15.

What do I have to enter, versus what is already in the FAR System? A number of enhancements have been made to the system over the past two years, but perhaps the major feature of this online system is that it automatically pulls information that is already in our
SAP/CM database (e.g., information about your classes, student advisees, standing committee memberships, a number of other committee memberships, many faculty awards, and information about grants). Faculty members will essentially have to enter their research/scholarship activity and service information, update any of the teaching information, enter/update any of the above types of information that is incomplete, and enter any narrative comments.

**Overview of the Process.** A graphical depiction of the process is provided on the web interface. A quick summary of the process is as follows. After entering the web site you will see three relevant tabs across the top.

- **Research and Creative Activities.** This is where you enter your publications, performances, presentations, etc. You can actually enter this information any time during the year. When entering such “Activities,” you can Search for activities that you or others have already entered with you as a participant.

- **My Faculty Activity Reports - Create Reports.** This tab is used to create and edit your annual report. When you create an annual activity report the system-generated information (e.g., classes taught, names of advisees, grants’ information, etc.) is pulled from SAP/CM and the ORSP databases, along with the publication information previously entered (above step) by you and others. After you create an annual activity report, this tab will then say **Edit In-Progress Report: All Sections,** enabling you to edit the various sections of your activity report. A second tab, called **My Faculty Activity Reports,** is used to preview the report you have just created in html, refresh the report (if you make any edits), and to submit your report “as final.” Remember to refresh your annual report if you make any changes. (Don’t panic; just refresh.)

- **My Faculty Activity Reports – My Final Reports.** This tab, which is essentially the same as the one above, is always present and enables you to view any final activity reports you have submitted (e.g., this is the way to view your reports from previous years).

**Is assistance available?** The interface itself has “help” and a “list of terms and definitions.” Faculty can contact the FTDC for additional assistance (915-7918). If some of the system-generated data is incomplete or incorrect, it is best for you to contact the office responsible for entering that data into the system.

Once you have submitted your faculty activity report as final, it will become available for viewing, in a stepwise manner, by your chair and dean and other academic administrators (Graduate Dean, Vice Chancellor for Research and Sponsored Programs, and Provost). You will not submit paper copies, unless your chair asks you to do so for other reasons.

Please submit your annual faculty activity report between now and **April 15, 2010.**

Cc: Dr. Morris Stocks  
Dr. Kathy Gates  
Dr. Noel Wilkin  
Dr. Ann Canty  
Ms. Penny Rice