

## FAR – Submitting Your FAR

Once you have completed the required components and added all your contributions for the year, you need to submit your FAR. In the past, you have printed it and submitted it to your departmental office. With the new system, there is no printing.

1. Click on **Edit Report**
2. Check to make sure all contributions entered are complete. Completed contributions are identified with a green check while incomplete contributions are identified with a red exclamation point.

The screenshot shows the 'Faculty Activity Reporting' interface for Betsy A Ratchford. The page title is '2020-2021 College of Business Administration FAR for Betsy A Ratchford'. There is a 'Filter by Contribution Type' dropdown menu. A legend indicates that a green checkmark means 'Contribution complete' and a red exclamation point means 'Contribution incomplete. Click Resume to finish'. Under the 'Teaching and Instruction' section, a course is listed as 'FALL 2020: MGMT 2080 Intro To Informtn Systems: 01,02' with a green checkmark. Under the 'Scholarship' section, it says 'No data entered.' with a red exclamation point. A red box highlights the 'Resume' button next to the incomplete entry. Other buttons like 'Edit' and 'Delete' are also visible.

3. Click on Resume to fill in missing fields for those contributions marked as Incomplete.
4. When all contributions are completed, scroll to the bottom. If any required items are missing, you will have a message telling you what is missing (similar to what is show below).

The message box states: 'You are missing the following required contribution types: Annual Goals and Reflection (required), Curriculum Vitae (required), Teaching Philosophy (required)'. It instructs the user to 'Click Add Contribution to select and add these contribution types to your FAR.' A 'Submit' button is located at the bottom of the message box.

5. If necessary, add these contributions to your FAR.
6. Click **Submit** to submit your FAR.

If you have questions, please contact Mary Connerley or Betsy Ratchford.