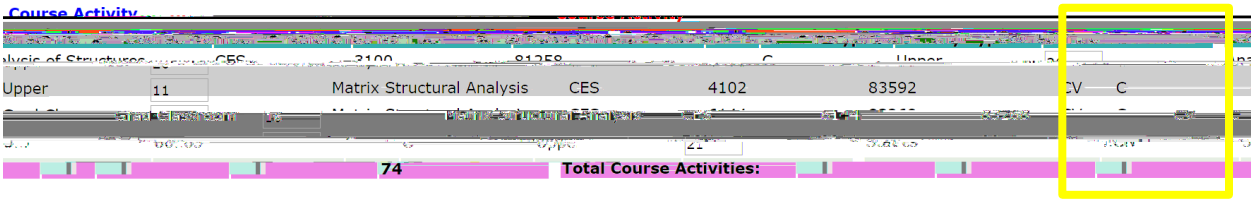
Editing FARs

The FAR data is pre-populated but needs to be verified for accuracy. If any faculty member believes that a standard percent of effort shown for any given activity does not reflect the percentage of their effort, he/she may adjust it as long as he/she stays within some general parameters and the chair approves. Please refer to the Faculty Activity Reporting webpage for more information.

Be sure to click "Update" to save any changes if you would like to come back and work on the FAR another time. Once the reporting window closes, editing capabilities are no longer available. Users will only be able to view the data previously entered.

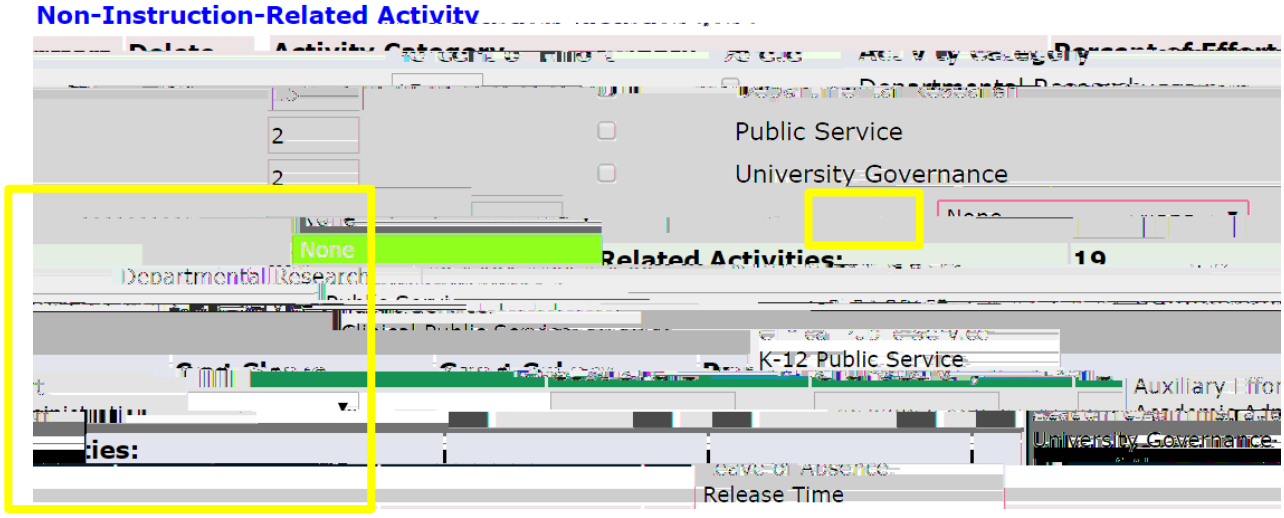
Adjusting Percent of Effort

Percent of Effort for all categories can be edited by adjusting the number in the 'Percent of Effort' column. To save changes, click 'Update' at the bottom of the form.



Adding Activity

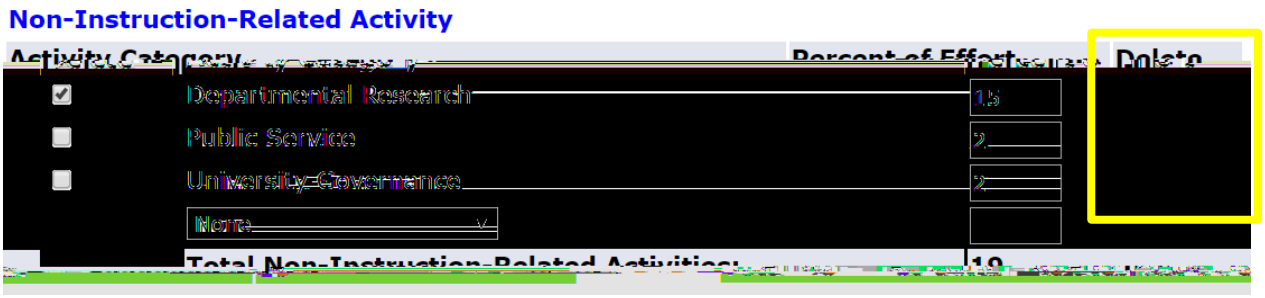
To add Instruction-Related Activity and Non-Instruction-Related Activity, choose the activity you would like to add from the drop-down menu, input the appropriate number in the 'Percent of Effort' column, and click 'Update' at the bottom of the form to save the changes:



Contact

Deleting Activity

To delete Instruction-Related Activity and Non-Instruction-Related Activity, check the ‘Delete’ box and click ‘Update’ at the bottom of the form:



Contact Institutional Research (oir@unf.edu) if course or ORSP data needs to be deleted.