Faculty Activity Reports (FAR):

Annual Review

Tenure Track:

- The Faculty Activity Report (FAR) report for annual review, will cover the dates for the previous academic year.
- For your statements, make sure you choose for the statement date the year in which the review takes place rather than the year under review. So, in 2020-21 we review 2019-2020. The statement date is 2020-21.

- Check your Yearly Data in DM to verify that:

  o your department information is correct. If you are assigned to two departments, please make sure the one that is responsible for your review is first in the list.
  o Your type of review is correct
  o If you find errors, please notify dmhelp@uta.edu with the correct information.

DM>Activities>Yearly Data

- Please remember to write statements for Teaching/ Research/ Service. These will be pulled into your Faculty Activity Report.

Digital Measures>Administrative Data>Statements of Teaching/ Research/ Service

- **Third Year Review:**

  o The date range starts with the date of your hire until the report submission date. Remember to write your statements
  o For your statements, make sure you choose for the statement date the year in which the review takes place rather than the year under review. So, in 2020-21 we review 2019-2020. The statement date is 2020-21.

- Check your Yearly Data in DM to verify that:

  o your department information is correct. If you are assigned to two departments, please make sure the one that is responsible for your review is first in the list.
  o Your type of review is correct
  o If you find errors, please notify dmhelp@uta.edu with the correct information.

Digital Measures>Administrative Data>Statements of Teaching/ Research/ Service

Tenured Faculty:

- The annual review covers dates for the previous academic year.

- Check your Yearly Data in DM to verify that:

  - your department information is correct. If you are assigned to two departments, please make sure the one that is responsible for your review is first in the list.
  - Your type of review is correct
  - If you find errors, please notify dmhelp@uta.edu with the correct information.
- If you decide to write an optional statement, make sure you choose for the statement date the year in which the review takes place rather than the year under review. So, in 2020-21 we review 2019-2020. The statement date is 2020-21.

- **Comprehensive Periodic Review (CPE) or Sixth Year Post-Tenure Review:**

  - Check your Yearly Data in DM to verify that:

    - your department information is correct. If you are assigned to two departments, please make sure the one that is responsible for your review is first in the list.
    - Your type of review is correct
    - If you find errors, please notify dmhelp@uta.edu with the correct information.

  - The COE or 6th year post tenure review covers the past 6 years for your date range to be sure to capture all your activities.
  - Please remember to write statements for Teaching/ Research/ Service. These will be pulled into your CPE Report.
  - For your statements, make sure you choose for the statement date the year in which the review takes place rather than the year under review. So, in 2020-21 we review 2019-2020. The statement date is 2020-21.

- *Digital Measures>Administrative Data>Statements of Teaching/ Research/ Service*

We run informational and trouble-shooting sessions regularly. We strongly recommend you attend those that apply to the review that you are undergoing this year. The dates and session times along with registration for the sessions are posted on UTA Digital Measures page.

https://www.uta.edu/administration/provost/policies-and-resources/digital-measures/tutorial-and-training-dates