

Faculty Activity Reporting

Frequently Asked Questions (FAQ)

1. When does the Faculty Activity Reporting system open?

The FAR system is always available (24/7/365). It can be accessed on-campus or off-campus, wherever there is an internet connection. Faculty are encouraged to enter their activities throughout the year.

2. Who do I ask for help with the FAR system?

Some colleges within the university have a specific faculty activity reporting coordinator who is designated to train and assist faculty with issues related to their FAR. In addition, some college-specific reporting requirements exist. Contact your academic unit head to find out more about college-specific topics related to Faculty Activity Reporting. In addition, OIR staff is always happy to help and can be reached at 936-468-3806 or sfa_ir@sfasu.edu.

3. Why is my rank and/or tenure status incorrect in the Faculty Activity Reporting System?

The rank and tenure status fields in Digital Measures are reflective of the Faculty Data in Banner which is managed by the Deans' offices in each college. To have your tenure status updated in Digital Measures, please ask your Dean's office staff to verify your rank and/or tenure status and update the data in the Faculty Data Management system. Once it is correct in Banner, the data will be loaded to Digital Measures within 24 hours.

4. A colleague entered me as an author on an intellectual contribution or presentation, but the record contains errors. How do I edit the record?

First, you should contact the colleague who entered the information into the Faculty Activity Reporting system. If that person is no longer employed at SFA or is unable to be contacted, the department chair of their academic unit may edit the information.

5. Information from prior academic years is showing up on my most recent Faculty Activity Report (FAR). How can I remove this information from my FAR?

First, you should never delete records from the Faculty Activity Reporting system. Because reports in the Faculty Activity Reporting system are date-driven, you should check the "Start Date" and "End Date" parameters you chose for your report to be sure the appropriate dates are chosen. The activity records may be missing dates, as well. Activity records without end dates may continue to appear on reports indefinitely. If an activity is completed, update the 'End date' on the record and the record will display on reports for the correct time period.

6. I am new to SFA and used Digital Measures at my previous institution. Can my data from my previous institution be imported?

We cannot load data directly from another institution's Digital Measures interface into ours. Some fields are institution-specific and it would not be appropriate to record them in SFA's system. However, with the permission of both the faculty member and the prior institution, we can request a data file with the information that may be able to be uploaded. Please contact the Office of Institutional Research at 468-3806 or sfa_ir@sfasu.edu for assistance.

7. I am a former SFA faculty. Can my data from SFA's Faculty Activity Reporting system be imported to my new institution?

Although SFA would like to assist other institutions with data management, the nature of SFA data involved in Digital Measures Activity Insight is related to institutional policies which restrict distribution of certain information. As a result, we are not able to assist with this request. However, currently employed faculty may create ad-hoc reports to archive for reference purposes. The archived reports may be of assistance in transitioning some standard data fields to another institution's activity reporting system.