

## **Advice from the DeLand Academic Deans regarding writing an effective FAR report**

**To write the most useful FAR, think about the two ways in which the FAR is used:**

1. Merit: The FAR provides a snapshot of the previous calendar year in which the faculty member discusses her/his development and achievements in the areas of teaching/librarianship, scholarship/creative activity, and service/leadership.
2. Tenure and Promotion: The FARs, taken together over a number of years, provide evidence of meeting the standards for tenure and promotion. For this purpose, the faculty member should articulate growth and development from year to year.

### **Best FAR Advice from the Deans**

1. Keep good records throughout the year in a systematic way. Trying to remember all relevant activities in one sitting at the end of the year is difficult, and may result in a weaker FAR.
2. Take the time to understand what the FAR form is asking, and answer the prompts.
3. Keep the intended audience in mind when writing the FAR (chair, dean, Tenure and Promotion committee members).
4. Address the tenure and promotion standards (which align with the standards used to assign merit categories) specifically. How have you met each standard through your annual work in teaching/librarianship, scholarship/creative activity, and service/leadership?
5. With activities such as advising, focus on the engaging and creative things that you bring to the table, rather than just stating that you advise a certain number of students.
6. Your FAR narratives should tell your story from year to year. Control your own narrative. Explain to the reader (who is likely not an expert in your discipline) how important a particular activity or accomplishment is and offer comparisons, presenting the items in the FAR in the way that best represents your development as a faculty member.
7. Write concise responses that are not overlong.
8. Do not repeat material verbatim from year to year. Remember that Tenure and Promotion committees are reading five or more years of your FARs together in a portfolio. "Cutting and pasting" from year-to-year becomes glaringly obvious in tenure and promotion portfolios.
9. If you list something more than once (for example, an activity appears in both the Teaching and the Service sections), make sure you acknowledge why the activity applies uniquely to each section.
10. At times, the Provost's Office asks for other information (like pandemic or DEI work, or something else unique to that year). If relevant to you, address those in the FAR.