#### FACULTY ACTIVITY REPORTING HOW-TO DOCUMENTS

# Faculty Activity Reporting (FAR) Guide PROFESSIONAL DEVELOPMENT

The **Professional Development** section is a record of additional training or continuing education <u>undertaken</u> by a faculty member, including workshops and conferences attended.

Continuing education <u>provided</u> by a faculty member should be entered in the **Non-Credit Teaching** or **Presentations** sections, as appropriate.

Professional development activities are not required for all schools' annual reviews, so this section may be optional for some schools. Please check your school's annual review guidelines for requirements.

**Start Date** is a required field because only professional development activities that fall within the reporting period will appear in the Annual Review.

### **How to Update Professional Development**

Select FAR Step 1: Enter Activities  $\rightarrow$  Other  $\rightarrow$  Professional Development under My Information on the top menu to review, add, edit, and copy professional development activities.

- To add a professional development activity, click the [+ Add Training] button. Use
  the drop-down menus and open text fields to complete the activity. Click [Save] to
  save the information.
- To edit a professional development activity, click the pencil icon under the **Actions** column on the far right. Click [Save] to save the information.
- To copy a professional development activity, click the copy icon under the **Actions** column on the far right. Use the drop-down menus and open text fields to edit the entry. Click [Save] to save the information.
- To delete a professional development activity, click the trash can icon under the **Actions** column on the far right. *Note: An entry that has been used in an activity report cannot be deleted.*

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## **Key Definitions for Professional Development**

## **Presentation Type:**

Conference
Continuing education

Course Creative Fellowship Seminar Workshop Other

**Attended**: In person, online

**Credit Hours:** Credit hours assigned to the session, if any

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