

Faculty Activity Reporting (FAR) Guide

PROFESSIONAL DEVELOPMENT

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

Continuing education provided 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** → **Other** → **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.*

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