

Faculty Activity Reporting (FAR) Guide

PRESENTATIONS

The **Presentations** section covers activity in a wide range of formats, from webinars to conference panels. Media contributions and speaking engagements can be included in this section.

Date is a required field because only presentations that fall within the reporting period will appear in the Annual Review.

How to Update Presentations

Select **FAR Step 1: Enter Activities** → **Research and Scholarship** → **Presentations** under **My Information** on the top menu to review, edit, add, and copy presentations.

- To add a presentation, click the [\[+ Add Presentation\]](#) button. Use the drop-down menus and open text fields to complete the activity. Click [\[Save\]](#) to save the information.
- To edit a presentation, click the pencil icon under the **Actions** column on the far right. Click [\[Save\]](#) to save the information.
- To copy a presentation, 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 presentation, 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.*
- To view a **Description** previously entered, click on the small arrow at the left of the record.

Key Definitions for Presentations

Type:

Abstract
Colloquium
Digital/Webinar

Edited Collection
Keynote/Plenary Address
Lecture

FACULTY ACTIVITY REPORTING HOW-TO DOCUMENTS

Magazine
Newspaper
Online
Oral Presentation
Panel
Paper
Poster

Presentation
Radio
Rounds
Tool kits
TV/Film
Workshop

Role: Your part in the presentation (e.g., Discussant, Moderator, Presenter only).

Venue/Meeting Name: The location or sponsoring organization for the presentation (e.g., Modern Language Association annual convention)

Audience/Sponsoring Organization: Open field for a brief description of the attendees (e.g., graduate students in the Music program, members of the American Physical Society)

International: Presentation was given internationally.

Refereed/Peer-reviewed: Presentation has been peer-reviewed.

Published Proceedings: Presentation has been published.