

Faculty Activity Reporting (FAR) Guide

CITATION STATISTICS

Citation Statistics can be manually added from Google Scholar. Log in to your Google Scholar account, and click on the “My Profile” link at the top. Your citation counts will appear on the right side of the screen.

Note: Citation counts are currently only required in the annual review for the Weatherhead School of Management. This is an optional activity section for all other schools.

How to Update Citation Statistics

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

- To add a citation statistic, click the **[+ Add Citation]** button. Use the drop-down menus and open text fields to complete the activity. Click **[Save]** to save the information.
- To edit a citation statistic, click the pencil icon under the **Actions** column on the far right.
- To copy a citation statistic, 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 an entry, 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.*