

Faculty Activity Reporting (FAR) Guide

EXTERNAL ACTIVITIES

External activities are those that occur outside of the university (e.g., consulting, government activities, or professional activities) and can be compensated or not. Faculty Handbook policies require all full-time faculty (trustee-appointed faculty and special faculty) to inform their department chair or dean of the external activities in which they are involved and obtain advance approval for activities that might pose potential conflicts with the faculty member's university responsibilities. External activities may impact a faculty member's obligations to teaching, research, and service at CWRU; these activities can be compensated or uncompensated. (See: *Faculty Handbook, Chapter 3, Section III, Non-University Activities of Faculty Members During the Contractual Period for additional information.*)

Examples of external activities that should be reported include:

- Private consulting for a company, institution of higher education, governmental agency, private entity, or individual;
- Participation in an outside business or organization; and
- Providing expert testimony or witness services.

Examples of external activities that are not required to be reported include:

- Participation on federal grant proposal study sections and similar peer review of grant proposals;
- Participation in review of publications and other scholarly editorial duties;
- Participation in meetings and conferences of academic and professional societies;
- Going to another site to access facilities necessary to perform University research or other duties;
- Going to another site for accreditation, audits, reviews, etc. in furtherance of a university research, academic, or service program; and
- Scholarly talks, panels, and other speaking engagements to disseminate research results and other academic or creative expressions.

According to the Faculty Handbook, the number of hours a faculty member can devote to external activities must not exceed an average of four working days per month (including travel time) during the individual's contract period.

An appointment at another academic institution should NOT be recorded in this section. External appointments must receive prior approval by the Provost and, once approved, will be recorded in the External Appointments section under My Details.

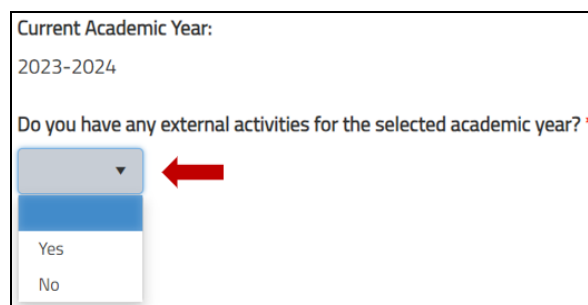
Start Date is a required field because only external activities that fall within the reporting period will appear in the Annual Review.

There are two steps faculty must complete to report their external activities each year:

1. Complete the External Activity Attestation Form
2. Add/update external activities


How to Complete the External Activity Attestation Form

1. Select **FAR Step 1: Enter Activities** → **Other** → **External Activities** under **My Information** on the top menu to complete the external activity attestation form.
2. To fill out the form, click the **[+ Add External Activity Attestation]** button at the top.
3. The Current Academic Year will automatically appear. Respond to the first question. If you select No, click **[Submit]**.



Current Academic Year:
2023-2024

Do you have any external activities for the selected academic year? *



Yes
No

4. If you select Yes, respond to the next question by checking the checkbox. Click **[Submit]**.


Current Academic Year:

2023-2024

Do you have any external activities for the selected academic year? *

Yes ▾

I have reviewed my current external activities for the selected academic year

☒ 

Submit

How to Update External Activities

Select **FAR Step 1: Enter Activities** → **Other** → **External Activities** under **My Information** on the top menu to review, edit, add, and copy activities.

- To add an activity, click the [\[+ Add External Activity\]](#) button at the top. Use the drop-down menus and open text fields to complete the activity. Click [\[Save\]](#) to save the information.
- To edit an activity, click the pencil icon under the **Actions** column on the far right. Click [\[Save\]](#) to save the information.
- To copy an 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 an 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 External Activities

Experience Type: Academic P-12, Academic Post-Secondary, Consulting, For Profit Organization, Government, Litigation, Military, Non-Governmental or Non-Profit Organization, Professional, SW Practice (MSASS only)

Professional Practice Standard – as defined by the AACSB (for Weatherhead only):

Basic or Discovery Scholarship – Directed toward increasing the knowledge base and the development of theory

Applied or Integration - Application Scholarship – Draws from basic research and uses accumulated theories, knowledge, methods, and techniques to solve real-world problems and/or issues associated with practice

Teaching and Learning Scholarship – Explores the theory and methods of teaching and advances new understandings, insights, content, and methods that impact learning behavior

Other Scholarship