

Faculty Activity Reporting (FAR) Guide

PROFESSIONAL MEMBERSHIPS

The **Professional Memberships** section is used to track membership in professional organizations.

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

Note: This section was designed for the Weatherhead School of Management but is optional for other schools.

How to Update Professional Memberships

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

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