## FACULTY ACTIVITY REPORTING HOW-TO DOCUMENTS

## 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.*

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