

FAR Faculty User Guide

Accessing FARs

1. Login into MyWings using your UNF ID and password.
2. Click “Faculty” under My Resources.



3. Click on the “FAR” tile.



4. Select the Term and Position you would like to view/edit from the drop-down menus, and then click “Show FAR Report”.

Employee Services Faculty Services Finance Information Parent Portal Personal Information

Faculty Activity Reporting

Select the **Term** and **Position** to view/update the Faculty Activity Report. All fields are required.

Select the **Show FAR Report** button to view the FAR.

Percent of Effort can be updated for each activity category.

After all selections have been made, select the **Update** button to save the data.

Select the **Approve** button to approve the Faculty Activity Report.

Once the Faculty Activity Report has been Approved, then no changes are allowed.

Note: Access to update data is only open for a specified period of time for each term. Once the period has ended, the data will be view only.

Need help completing your FAR Report? Please [click here](#) to access the Institutional Research FAR Webpage where you can find answers to FAQs.

Term: None Position: None

Show FAR Report Clear

Editing FARs

The FAR data is pre-populated but needs to be verified for accuracy. If any faculty member believes that a standard percent of effort shown for any given activity does not reflect the percentage of their effort, he/she may adjust it as long as he/she stays within some general parameters and the chair approves. Please refer to the Faculty Activity Reporting webpage for more information.

Be sure to click “Update” to save any changes if you would like to come back and work on the FAR another time. Once the reporting window closes, editing capabilities are no longer available. Users will only be able to view the data previously entered.

Adjusting Percent of Effort

Percent of Effort for all categories can be edited by adjusting the number in the ‘Percent of Effort’ column. To save changes, click ‘Update’ at the bottom of the form.

Course Activity

Course Title	Course Prefix	Course Number	Reference Number	XList	Section Type	Activity Type	Percent of Effort
Analysis of Structures	CES	3100	81258		C	Upper	26
Matrix Structural Analysis	CES	4102	83592	CV	C	Upper	11
Matrix Structural Analysis	CES	6144	83268	CV	C	Grad Classroom	16
Statics	EGN	3311	80165		C	Upper	21
Total Course Activities:							74

Adding Activity

To add Instruction-Related Activity and Non-Instruction-Related Activity, choose the activity you would like to add from the drop-down menu, input the appropriate number in the ‘Percent of Effort’ column, and click ‘Update’ at the bottom of the form to save the changes:

Non-Instruction-Related Activity

Activity Category	Percent of Effort	Delete
Departmental Research	15	<input type="checkbox"/>
Public Service	2	<input type="checkbox"/>
University Governance	2	<input type="checkbox"/>
<div style="border: 1px solid yellow; padding: 2px;"> None None Departmental Research Public Service Clinical Public Service K-12 Public Service Auxiliary Effort Academic Administration University Governance Leave of Absence Release Time </div>	<input type="text"/> Related Activities: 19	
	Cost Share	Grant Salary
	<input type="text"/>	<input type="text"/>
ies:		

Contact Institutional Research (oir@unf.edu) if course or ORSP data needs to be added.

Deleting Activity

To delete Instruction-Related Activity and Non-Instruction-Related Activity, check the 'Delete' box and click 'Update' at the bottom of the form:

Non-Instruction-Related Activity

Activity Category	Percent of Effort	Delete
Departmental Research	<input type="text" value="15"/>	<input checked="" type="checkbox"/>
Public Service	<input type="text" value="2"/>	<input type="checkbox"/>
University Governance	<input type="text" value="2"/>	<input type="checkbox"/>
<input type="text" value="None"/>	<input type="text"/>	<input type="checkbox"/>
Total Non-Instruction-Related Activities:	19	

Contact Institutional Research (oir@unf.edu) if course or ORSP data needs to be deleted.

Approving FARs

It is strongly recommended that faculty review and approve their individual FARs. If an Administrative User is completing the FAR, faculty authorization must be obtained prior to FAR approval.

To approve a FAR, click 'Approve' at the bottom of the form. Once a FAR is approved it cannot be edited.

By clicking the Approve button, you agree that all data on the above faculty activity report is accurate. If the total Percent of Effort does not equal 100%, you agree IR reserves the right to adjust all Percent of Effort values proportionally to equal 100% before reporting this data to the state.
