

FACULTY RESEARCH / CREATIVE ACTIVITY REPORT (FAR)

[For activities of a scholarly/creative/professional nature involving publication,   
presentation, exhibition, performance, etc.]

**DUE: May 31, 2019**

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| --- | --- | --- | --- | --- | --- |
| **FULL NAME** |  | **AU I.D.** |  | **DATE** |  |
| **EMAIL ADDRESS** |  | **YEAR OF REPORTED ACTIVITIES** | | | 5/2018 - 4/2019 |
| **SCHOOL** |  | **DEPARTMENT** |  | | |

*Please report research and creative activities for the fiscal year (May 1, 2018 - April 30, 2019). Any previous 2018 activities (January – April 2018) that were not reported in the previous year’s report may also be reported here.*

Reporting & Scoring

In the table below, report your activities in the same manner in which you would make a bibliographic entry, using the bibliographic style appropriate for your discipline. You may record all activities that fall under any particular category in the same cell (please be sure to leave a blank line between each entry). As you do this, each cell will increase in size to accommodate your reported activities. You may delete rows/categories that are not applicable.

Self-score each item using the **2019 FAR Scoring Rubric**. In order to receive credit for your publication, presentation, production, design, performance or exhibition, your Andrews University affiliation must be acknowledged in the documentation.

The Office of Research and Creative Scholarship will audit your scores and return the audited FAR to you. You will be given at least one week to review the audited FAR and appeal scoring changes (by providing additional clarification or documentation) before final awards will be determined.

Scholarly activity completed in the spring of 2019 that lacks sufficient documentation at the time of submission may be included on next year’s Faculty Activity Report. However, activities may only be recorded once; no double counting.

All publications, presentations, productions, performances, exhibitions, and grants reported on this form will be cited on the Andrews University Research webpage unless you indicate otherwise.

Documentation

Documentation submitted should be adequate to justify the scoring requested for each item. Documentation should be scanned and attached as a PDF file. *If the material is available online, the web address/URL for the permanent link to the documentation may serve as appropriate documentation. Include the web address in the bibliographic entry.*

Submission

After reviewing with the Department Chair, faculty members should send this report (***in Word format***) by email to [research@andrews.edu](mailto:research@andrews.edu), along with all supporting documentation ***as an attached PDF document***. Each faculty member is responsible for submitting the report directly to the Research Office. If you have nothing to report for this year, please send an email to [research@andrews.edu](mailto:research@andrews.edu) with “**FAR: Nothing to Report**” in the subject line, and a paragraph explanation in the body of the email regarding your ongoing scholarly activities and what you are working on that can be reported next year.

Please submit this form before leaving campus for the summer, but no later than **May 31, 2019**.

**Faculty Member and Department Chair: *By submitting this report to the Office of Research, we certify that we have reviewed all reported activities and we agree the items reported here are accurate and scored appropriately.***

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| ***Book Published*** Documentation: Title page, publication page, and table of contents. | *Score* |
| ***Book Chapter Published*** Documentation: Title page, publication page, and table of contents. |  |
| ***Article Published*** Documentation: First page of article, journal publication information. |  |
| ***Book Review or Dictionary/Encyclopedia/Commentary Article Published*** Documentation: First page of article (full article if 3 or fewer pages), journal/book publication information. |  |
| ***Conference Presentation*** Documentation: Abstract and title page from conference bulletin. |  |
| ***Recording or Film Production*** Documentation: Album cover of recording or link to recording; Program for film screening/competition or link to film. |  |
| ***Design*** Documentation: Examples of design work or link to designed webpage. |  |
| ***Performance or Exhibition*** Documentation: Published abstract or publicity flyer. |  |
| ***External Grant or Research Fellowship*** Documentation: Award letter and budget page. |  |
| ***Book or Academic Journal Edited*** Documentation: Title page and publication page. |  |
| ***Editorial Referee Activity*** Documentation: Letter from editor or other verification that the review was submitted. Note: reviews are confidential, so the content of your referee report should be excised prior to submission of documentation. |  |
| ***Conference Organization*** Documentation: Conference schedule or organization page. |  |