ARO transition to FAR

Please visit the FoMD Faculty Development Merit & Promotion webpage for more detailed information. A FoMD FAR manual is in preparation and will be posted to this website before FAR opens. In addition, it will be helpful to listen to the presentation on FAR by Dr. Vijay Daniels. For any questions, please contact Dr. Gowrishankar at manjula@ualberta.ca.

Things you need to know:

1. FAR is the annual report system for all faculties at the University of Alberta.
2. The FAR system has been modified to accommodate reporting of activities by the FoMD members.
3. FAR opens for data input **July 17, 2023.** You can access FAR on July 17, 2023 through the ARO button on the faculty development website or by clicking on https://facultyannualreporting.ualberta.ca/ and after FAR opens by clicking on "Access the ARO" button on the Faculty Development website.
4. FAR closes for data input September 30, 2023. The FAR system will automatically submit reports on **September 30, 2023** (deadline for submission) even if the faculty member has not submitted their report. Individual faculty members can request the report to be sent back to them for completion. Chairs can have the report sent back to the individual faculty member for completion.
5. **MyFoMD ARO will be unavailable as of July 4th**. Download your previous AROs and Teaching Dossier prior to this date if you wish. However, PDF files of your Annual Reports from 2011 through 2022 will be migrated to FAR and will be available to you. Your prior Teaching Dossier will be sent to you by IST over the next coming weeks. If you have not received your Teaching Dossier by email prior to August 15, 2023, please contact Kris Benson kris.benson@ualberta.ca.
6. **Professor/Professional pages** have already been migrated to University of Alberta Directory if you had not requested to be excluded. The URL for Directory is https://apps.ualberta.ca/directory and by searching for your name, you will find your information. Login with your CCID and edit content. Resources and training videos on how to edit your page are available at https://apps.ualberta.ca/directory/help. Click on the Training Documentation link.
7. All who previously filled out the ARO will have their names in FAR to be able to access the new system and input data.
8. New members hired after June 30, 2022: Your names will be available for data input in FAR. This includes Faculty, FSO, ATS-career status, Special Continuing, AMHSP - Clinical.
9. **Workload section in FAR** (previously known in ARO as Position Summary): If you find that this is not in agreement with what your position summary was in MyFoMD ARO, or changes that you requested were approved but not reflected in FAR, please let Kris Benson kris.benson@ualberta.ca know to assist with the change as these may require some manual entry. Please do not edit your workload in FAR on your own.

10. **Future workload change requests**: If you want to request workload changes for the academic year 2023-2024, this will have to be performed outside the FAR system; Workload Variance Request system at https://apps.ualberta.ca/workload/
    ○ Login with your CCID and request the change.
    ○ The request will be automatically routed for consideration and approval.
11. **Publications:** FAR system searches only with **ORCID** and auto downloads your publications. If you do not have one, you can register for one at https://orcid.org/register. If you do not wish to register for ORCID, you will need to manually enter the information.
12. **The Service and Administration domains** in FAR are different from the combined Service and Administration domain in MyFoMD ARO. FAR divides Administration into two separate categories: Service, and Administration.
    ○ Administration relates to an appointed role with assigned FTE and position description.
    ○ Service is the rest of the activity outlined under Service in the Faculty FEC standards, such as being a member or chair of a committee.
    ○ For the 2022-2023 reporting period, your Administration domain percentage from MyFoMD ARO has been imported into FAR under the workload domain of Administration and **not** service. This can be confusing. If you do not have an administrative role, input all your service data into the "service" section and indicate in the "administration" section that you do not have an administrative role. If you have a combination of service outside of your administrative role, and an administrative role, input data in both sections. If you do not have any service outside of your administrative role, input all data in the "administrative" section.
    ○ If you need assistance with this, please contact manjula@ualberta.ca.
13. **Teaching activities and evaluations:** Majority of the fields in FAR are the same as in MyFoMD ARO with some of the redundancy removed. The rest are very similar.
    ○ If you teach a course that is in PeopleSoft where you are a named instructor, your course number and title will auto download into FAR. All other teaching activities require manual entry including MedSIS and one45.
    ○ Teaching evaluations: USRI/SPOT will **not** auto download. MedSIS and one45 will **not** auto download. Manual entry is required for **all** teaching evaluations.
    ○ For the 2022-2023 reporting period, student comments in the evaluation forms are being held back from FEC view and discussion as per instructions received from the University Faculty Relations Office. This may change for the next academic year report.
    ○ You have the following 3 options to provide your teaching evaluations:
        1. **only** the numeric score of the evaluation,
        2. **in addition to numeric scores,** upload your evaluations as PDFs after redacting learner comments,
        3. **In addition to numeric scores**, upload your evaluations with learner comments.
            ● If you choose to upload your evaluations, we strongly recommend that you upload the redacted version.
            ● If you choose to upload your evaluations with learner comments, the comments will **not** be discussed by FEC, but will be visible to all FEC members.
14. **Performance Summary**: This feature is not available in FAR. Instead, a PDF version of the report will be available, and each section will be bookmarked so that the reader does not have to scroll the entire document. This feature is being worked on and may become available for the next academic year's report.

15. Information sessions on FAR will be held in July and August. Register [here](#).