

2023-2024 Annual Faculty Activity Report (FAR) Questions
for the period April 1, 2023 through March 31, 2024

INSTRUCTIONAL ACTIVITIES

- A link to review your **course enrollments** for the Fall 2023 and Spring 2024 terms, as recorded by the Office of the University Registrar, will be provided for you as you complete the report in Workday, and you may add comments about your course information.
- Discuss/list any new courses that were proposed this year.
- Discuss your choice of pedagogical techniques, methods and content in your current courses.
- Describe your ongoing work on teaching development (such as workshops on pedagogy, taken or led, or other efforts to learn about pedagogy), including progress made since the last activity report and goals for the coming year. Also, please describe any engagement you have had in learning about generative AI tools. If applicable, please report on measures taken to address the opportunities and challenges presented by generative AIs in higher education.
- Describe your involvement in the direction of theses, dissertations, and other student research projects outside of traditional courses (undergraduate and graduate).
- Provide the numbers of assigned advisees (undergraduate and graduate), with whom you meet regularly. You will also have the opportunity to add comments about your advisees.
- Discuss supervision of teaching fellows or assistants, and comment on other relevant interactions with students outside the classroom (e.g., UDR-sponsored programs).
- List the times and days of your scheduled office hours.

DIVERSITY, EQUITY AND INCLUSION ACTIVITIES

- Discuss efforts you have made to promote Diversity, Equity and Inclusion in your teaching, advising, and mentoring, including informal mentoring of certain groups of students.
- Discuss the ways you have been involved in building an inclusive community, or other DEI initiatives and efforts in which you have taken a leadership role in your department/program, school or the university.
- List three or more DEI-related activities that you have participated in during the

academic year such as attending seminars, trainings, workshops, or other DEI-related events or programs.

SCHOLARSHIP

This section covers the following:

Scholarly Works such as books, articles, contributed chapters, book reviews etc;

Artistic/Creative Works such as exhibitions (solo and/or group), collaborative projects, commissions, collections, music/dance/theater performances, music compositions, recordings etc; and

Public Scholarship and Engagement such as newspaper editorials, columns for The Conversation, media appearances/consultations, Congressional testimony, think tank/policy institute reports and papers, expert testimony etc.

- A link to your **scholarship** - published, performed, exhibited, etc during the reporting period – as listed on your Directory/ScholarWorks profile, will be provided for you as you complete the report in Workday. You will be asked to review your scholarship record in your new profile. The scholarship imported from your [Directory/ScholarWorks profile](#) will appear on your final submitted report.

1. To **add scholarship** entries, you will be directed to your Directory/ScholarWorks profile to make the changes.
2. To **edit or delete** existing entries, you will be asked to contact librarypublishing@brandeis.edu with your request.

Please note: it may take up to 24 hours for any changes made in your Directory/ScholarWorks profile to be reflected in your Workday FAR; **and**

Deleted entries in general may take longer to appear in the Workday FAR than added or edited entries. (Edits made over the weekend may not appear until the following Monday.)

- You may comment on the scholarship information provided. This may include listing any other scholarship not covered above.
- Describe your ongoing work and progress made since the last activity report, including forthcoming scholarship and goals for the coming year.

SERVICE AND LEADERSHIP TO THE UNIVERSITY

- Discuss **Leadership** roles you have assumed this year, both formal and informal, at Brandeis. *For example, chairing a program committee or search committee.*
- List the **Committees** on which you are serving this year. Please include your role and the name of each committee.
- Discuss the ways (formal and informal), other than service on committees, that you serve your department/program, school, or the university. *For example, speaking at Admitted Students Day.*
- Use this space to talk about or list any **other University Service not covered above.**

PROFESSIONAL ACTIVITIES, SERVICE, AND LEADERSHIP OUTSIDE THE UNIVERSITY

- List leadership positions (such as head of your scholarly organization) held outside the university.
- List professional activities (delegate, invited presenter, organizer, moderator, etc at academic conferences, lectures, speeches and presentations) given outside the university during the reporting period.
- List editorial work, reviews of publications, and membership on selection committees for national fellowship and grant programs undertaken during the reporting period.
- List society memberships held during the reporting period.
- Discuss or list any other Activities, Service to the Community or Service to the Profession, not covered above.

AWARDS, HONORS AND FELLOWSHIPS

- A link to your **Awards, Honors, and Fellowships** as listed on your Directory/ScholarWorks profile, will be provided for you as you complete the report in Workday. You will be asked to review these in your new profile. Any awards, honors or fellowships imported from your [Directory/ScholarWorks profile](#) will appear on your final submitted report.
 1. You will be directed to your Directory/ScholarWorks profile to **add/edit** (or delete) your awards/honors/fellowships entries. **To ensure that the relevant entries are imported, you must include the date awarded (MM/YYYY).**

Should a date range apply, please include all years in the range. For example, 2022-2024 should be expressed as 2022-2023-2024.

A [User Guide](#) is available for reference.

Please note: it may take up to 24 hours for any changes made in your Directory/ScholarWorks profile to be reflected in your Workday FAR; **and**

Deleted entries in general may take longer to appear in the Workday FAR than added or edited entries. (Edits made over the weekend may not appear until the following Monday.)

- List awards, honors and fellowships for the reporting period not covered above. **Include the date awarded (MM/YYYY), title, and the awarding body for each.**
- You will have the opportunity to comment on awards, honors, and fellowships.
- List external awards for which you could be nominated.

GRANTS

- A link to review your **grant proposals** and **grant awards** as recorded by the Office of Research Administration, will be provided for you as you complete the report in Workday, and you may add comments about your grant information.
- List any **other external** grant proposals submitted or awards received during the reporting period that may not be captured by the Office of Research Administration.
- List **Internal Brandeis Grants/Awards** received (e.g., Provost Research Awards, Teaching Innovation Grants etc).

INTELLECTUAL PROPERTY

- List all **Intellectual Property** activity during the reporting period, including inventions disclosed, patent applications filed, patents issued, copyrightable works, computer software, trademarks and/or related activity (as defined in the [Brandeis Intellectual Property Policy](#)).

The Office of Technology Licensing can generate a list of your IP activity to the extent

they are aware: email otl@brandeis.edu

WORK OUTSIDE THE UNIVERSITY

- Review the University's [Conflict of Interest and Conflict of Commitment Policy](#) as well as the relevant portions of the [Faculty Handbook](#) before answering these questions.
- List courses taught at other institutions for which you received payment during the reporting period. Provide the name of institution, term, course(s) taught, days and hours per week.
- List any and all other employment, and/or consultant arrangements, that you have outside of Brandeis. Please provide the name of the company, corporation or institution, and forward to your Chair and Dean the summaries of relevant parts of contracts, letters of appointment or consulting agreements. Do any of these arrangements provide present or future equity interest possibilities to you and do you receive any research support from any of these organizations?
- List management of fiduciary activities in which you have a role as an officer, director, trustee, supervisor, or founder with respect to any corporation, organization, or group.
- List any intellectual property which has been developed by you *outside of Brandeis University* during the reporting period, and describe its current status.

ADDITIONAL INFORMATION

- Use this space to add any additional information or clarification that you think would be helpful to your Chair and Dean regarding your work this year.
- Use this space to share additional information regarding your goals and plans for the next several years.