1) What is Faculty Activity Reporting?

_Faculty Activity Reporting (FAR) is a legislatively mandated process to report faculty effort within educational, research, service and other categories._

2) What is FAIR?

_FAIR is the Faculty Academic Information Reporting System. Faculty Activity Reporting (FAR) is a module within the FAIR system._

3) Who has to complete a FAR form?

_The groups of individuals who complete a FAR form is as follows: job code 9001-9166 (faculty), 9199 (faculty administrators), 9180-9185 (graduate assistants), and 9188 (residents). The graduate assistants and residents are completed centrally._

4) When does FAR have to be completed?

_Faculty Activity Reporting is required at the end of each semester - three times per year. Summer, Fall, and Spring._

5) Where do I complete my FAR form?

_You complete your FAR form in the FAR module of the University FAIR System (Faculty Academic Information Reporting System). Effort Categories and related definitions are provided in Attachment I._

6) Why do I have to complete a FAR form?

_FAR forms have to be completed for the following reasons:_

- Comply with Florida State Statute 1012.945 (12 hour law)
- Comply with Chancellor Memorandum 87-17.1
- Expenditure Analysis – determines funding at the state level
- LCME reporting – accreditation
- Management reporting
- Asset Investment Management System (AIMS)

7) How should time spent in program oversight and administrative tasks directly related to an assignment as a Residency Training Director, Course Director or Clerkship Director be reported in FAR?

_Administrative assignments as Course Director, Clerkship Director or Residency Training Director are related to instruction and should be reported in Other Instructional Effort (Category 25)._

_Administrative tasks directly related to teaching a course or to a specific research grant, should be reported in the appropriate Instruction or Sponsored Research categories respectively._
8) How should the supervision of student ARNPs in a clinical setting be reported in FAR?

*Other Instructional Effort (Category 25).*

9) When residents and medical students are both with an attending clinician, how should the attending’s effort be reported in FAR?

*The attending’s own effort should be broken down between Medical Student Instruction (Category 15) and Housestaff Instruction (Category 17) based on the estimated effort for each group.*

10) Does the number of residents and or medical students being supervised by an attending have an impact on effort reporting (assuming the same overall amount of teaching time during the clinic regardless of the number of students)?

*No. The number of medical students and residents does not necessarily increase or decrease the percentage of effort spent with that group. The faculty member must estimate the amount of his/her total effort spent.*

11) How should On Call / Weekend Coverage be reported in FAR?

*You should not count the time in which you are “on call” unless you are at the hospital or campus to provide patient care. If you provide patient care with Medical Students or Housestaff, you should report the effort in Instruction Categories 15 or 17 respectively. If you provide patient care without Medical Students or Housestaff, you should report the effort under Category 36 (Paid Patient Care) or 34 (Clinical Service - Unpaid Patient Care) respectively.*

12) How should participation on the Practice Plan Physician Advisory Board with no compensation be reported on FAR?

*University Governance – Category 47*

13) How should participation on College and University Committees be reported in FAR?

*Participation on the College Curriculum Committee or the Medical Student Selection Committee should be reported under Other Instructional Effort (Category 25). Participation on all other College or University committees should be reported in University Governance (Category 47).*

14) How should participation on Department specific committees (e.g. monthly department meeting, outpatient clinic committee) be reported in FAR?

*University Governance (Category 47)*

15) Where should administrative effort be reported in FAR?

a. *Formal administrative appointments such as Dean, Vice Dean, Associate Dean, Assistant Dean, Chair, Vice Chair, Director, Associate Director, Division Chief, Vice*
President, Associate Vice President or Assistant Vice President should be reported in Category 46, Administration.

b. Administrative assignments directly related to Instruction such as Course Director, Clerkship Director or Residency Program Director should be reported in Category 25, Other Instructional Effort.

c. Administrative effort related to teaching should be reflected in the appropriate Instruction Category (12, 15, 17, 43 or 44).

d. Administrative effort related to a specific research project or scholarship should be reported in Category 22 or 23 as appropriate.

e. All other routine administrative effort should be reported in the related FAR Category.

16) Should bad debt expense (when written off) be identified as clinical service – non reimbursable from an effort perspective?

“Bad debt” is not related to effort. Only charity care should be reported under Category 34, Non-Paid Clinical Services without Housestaff or Medical Students.

All patient care with Medical Students or Housestaff, whether reimbursable or not, should be reported in Instruction Categories 15 or 17 respectively.

17) How should clinic time with medical students be reported when the faculty member receives public sector funds and the clinical service is not reimbursable (eg: Judeo Christian Clinic)?

All patient care with Medical Students, whether reimbursable or not, should be reported in Instruction (Category 15).

18) How should Professional Development (approved by the Chair) be reported in the FAR?

a. Only formal, approved leaves of absence such as Sabbaticals, FMLA or Disability Leave with pay are to be reported in Category 89.

b. Approval by the Chair to participate in professional development activities should be reported as follows:

- President of a professional association – Category 32, Public service
- Attendance at a professional conference, national meeting, workshop or training session to improve teaching skills – Categories 12, 15, 17, 43, or 44, Appropriate Instruction Category
- Attendance at a professional conference, national meeting, seminar, workshop or training session, etc., to improve research or scholarship skills – Categories 22 or 23, Research
- Attendance at a professional conference, national meeting, seminar, lecture, etc., to present research findings and scholarship – Categories 22 or 23, Research
19) Does the information on the FAR form and the PERT (Federal Effort Reporting) need to match?

Yes. The effort reported on both PERT and FAR must match for the same time period.

20) I taught a course outside the College of Medicine, but it is not on my FAR form. How do I report my effort?

If you were a major instructor in a course in another college, you will need to contact the course director in that college to have your name added as an instructor in the University Banner system. The College of Medicine Office of Graduate Affairs and the Registrar’s Office cannot add you as an instructor for courses belonging to another college.

If you were a guest lecturer in another college, you should report your effort in Category 25, Other Instructional Effort.

21) I taught a course in the College of Medicine, but it is not listed on my FAR form. How do I report my effort?

If you were a major instructor in the course, you will need to contact Dr. Gretchen Koehler, Assistant Dean for Education at 974-1962. Dr. Koehler will work with the Registrar’s Office to add your name to MD Banner.

If you were a guest lecturer in the course, you should report your effort in Category 25, Other Instructional Effort.

22) My FAR form reflects a course that I did not teach, how do I correct my form?

Please contact Dr. Koehler who will work with the COM Registrar’s office to correct MD Banner.

23) I am planning and preparing a course that will be offered in a subsequent semester. How do I report my effort?

Category 25, Other Instructional Effort.

24) What is backup documentation?

Backup documentation is written explanation of activities reported by a faculty member. The State requires documentation for the following FAR categories:

- Academic Advising – Category 40
- Clinical Instruction (Housestaff Instruction) – Category 17
- Other Instructional Effort – Category 25
- Departmental Research – Category 22
- Public Service – Category 32
- Academic Administration – Category 46
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- Clinical Service (non-Reimbursable) – Category 34
- University Governance – Category 47
- Leave of Absence with Pay – Category 89
- Sponsored Research – Category 23

There is a hyperlink on the online FAR form labeled as “SUPP DOC” that will take you to a text box to enter the information. Click “SAVE” after entering description of activities.

25) What is the most common mistake that clinicians make in completing their FAR forms?

Individuals do not realize that patient care with Medical Students or Housestaff should be reported in Categories 15 (Medical Student Instruction) or 17 (Housestaff Instruction). They tend to report all activity with patients in Categories 36 (Paid Patient Care without Students or Housestaff) or 34 (Clinical Service - Non-paid Clinical Services without Medical Students or Housestaff).

This results in “under reporting” of instructional activity and inflates the reported activity of patient care without instruction!

It is important that Medical Student Instruction or Clinical Instruction (a.k.a. Housestaff/Residents) is not reported in Categories 36 or 34.