**As You Fill Out Your FAR in Digital Measures…..**

Be complete and always provide context where you can!

Doing so will ensure your colleagues and the dean can better evaluate your work toward salary adjustments. And being careful add all necessary details to each entry allows the university to use Digital Measures to gather information needed to report to external organizations on Grand Valley’s sustainability, community engagement, and research efforts (among other things).

1. **For publications:**
	1. Provide full bibliographic citations, including dates & conference names/page numbers.
	2. Provide some context about the venue of publication or presentation.
	3. Indicate whether the publication or presentation proposal was peer reviewed.
	4. Check the “in progress” box if it is not yet complete or presented. Check the “complete” box if it has been published/presented.
2. **For works submitted or in progress:**
	1. Attach the manuscript or table of contents for a book indicating what was actually accomplished over the past year.
	2. If accepted/in press, indicate expected date of publication, and upload the acceptance email/letter.
3. **For service:**
	1. For each activity you list, estimate the number of hours you spent engaging in that activity. For example: for each committee or board you sit on, you might estimate hours regarding—and provide context about:
		1. the frequency of the committee’s meetings
		2. whether work was completed between meetings
		3. major accomplishments of the committee this year.
	2. Check the appropriate box if this service work had a sustainability, West Michigan, service learning, service on boards, or community engagement focus. This helps the university to track these specific activities for other reporting purposes and keeps the dean’s office from bothering you too much!
4. **For teaching:**
	1. Useful data from course evaluations. For example, you might provide:
		1. Averages for key questions for a course, or
		2. Departmental means or average for that course over all sections, or
		3. Average or mean for all 100-level courses in the dept, for 200-level courses in the department, and so forth.
	2. Most faculty supply details on efforts to improve teaching (attendance at FTLC or other workshops; attendance at conference sessions on pedagogy; concerted focus on revising assignments in a course), but not all do. Details are useful!
5. **For reflections:**
	1. No need to regurgitate what is already documented in detail elsewhere on the FAR. Rather, provide some cohesiveness about the overall accomplishments and progress you’ve made.
	2. Be sure to specifically mention what you did for your Special Area of Focus (typically your 3 credits of workload dedicated to scholarship/creative activity).