

2024-2025 Annual Faculty Activity Report (FAR) Questions
for the period April 1, 2024 through March 31, 2025

INSTRUCTIONAL ACTIVITIES

- A link to review your **course enrollments** for the Fall 2024 and Spring 2025 semesters, as recorded by the Office of the University Registrar, will be provided for you as you complete the report in Workday. You may add comments about your course information.
- Discuss/list any new courses that were proposed this year.
- Describe any recent efforts to update your knowledge in both the content and teaching strategies used in your courses, including relevant use of emerging technologies such as generative AI. Consider workshops and other professional development opportunities.
- 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 (eg, UDR-sponsored programs).
- List the times, days, and modality of your scheduled office hours.
- If you were on academic leave in the spring semester of academic year 2023-2024 and/or in the fall semester of academic year 2024-2025 (ie, in spring 2024 and/or fall 2024), please provide a brief report of your leave activities, indicating which semester(s) you were on leave.

Please note: this applies only to *professional* leaves, and to those professional leaves that have concluded (ie, not for two-semester professional leaves that are ongoing in spring 2025). If, over this transition year, you have already submitted your report, please feel free to provide a brief indication of this (eg, “Previously submitted”).

DIVERSITY, EQUITY, INCLUSION, AND BELONGING ACTIVITIES

- Please illustrate how you have contributed to building an inclusive community, or other Diversity, Equity, Inclusion, and Belonging (DEIB) initiatives and efforts. These could include, but are not limited to, leadership roles, efforts and innovations in your teaching, advising, and mentoring, or DEIB-related activities such as participating in seminars, training, workshops.

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.

Please note: conference presentations entered in ScholarWorks are not included in the integration with Workday. Conference presentations should be entered under section “Professional Activities, Service and Leadership Outside the University” (Question 2).

- A link to your **scholarship** - published, performed, exhibited, etc during the reporting period – as listed on your 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 [ScholarWorks profile](#) will appear on your final submitted report.
 1. To **add scholarship** entries, you will be directed to your 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 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.*
- If you have served on a **Standing (Faculty Handbook) Committee** this year, and/or as a faculty representative to the Board of Trustees, you can review membership(s), as recorded in Workday, by clicking on the link provided. You will also be asked to list (additional) **Committees** on which you are serving this year. Please include the name of each committee and your role.
- 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.
- 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 ScholarWorks

profile, will be provided for you as you complete the report in Workday. You will be asked to review these in your profile. Any awards, honors or fellowships imported from your [ScholarWorks profile](#) will appear on your final submitted report.

1. You will be directed to your 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, 2023-2025 should be expressed as 2023-2024-2025.

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

Please note: it may take up to 24 hours for any changes made in your 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.

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.