

2025-2026 Annual Faculty Activity Report (FAR) Questions
for the period April 1, 2025 through March 31, 2026

INSTRUCTIONAL ACTIVITIES

- A link to review your **course enrollments** for this academic year, as recorded by the Office of the University Registrar, will be provided for you as you complete your Faculty Activity Report (FAR) 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, with whom you meet regularly (undergraduate and graduate). 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 2025 or Fall 2025 semesters, 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 to two-semester professional leaves that are ongoing in the Spring 2026 semester).

BUILDING AN INCLUSIVE COMMUNITY

- Please illustrate how you have contributed to building an inclusive community that is open to individuals of a wide variety of backgrounds, experiences, and viewpoints. These could include, but are not limited to, leadership roles, efforts and innovations in your teaching, advising, and mentoring, or other activities such as participating in seminars, training, workshops.

SCHOLARSHIP

This section covers the following:

Scholarship, Research and/or Creative Activity such as books, articles, contributed chapters, book reviews etc; 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, 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 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 undertaken outside the university during the reporting period. For example, delegate, invited presenter, organizer, moderator roles, at academic conferences; lectures, speeches and presentations delivered.
- 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, 2024-2026 should be expressed as 2024-2025-2026.

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.
- Per the Faculty Handbook's requirement of annual disclosure, please list any external activities – eg, employment, consultant arrangements - that you have outside Brandeis. Do these arrangements provide equity interest possibilities to you? 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 Brandeis University* during the reporting period, and describe its 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.