Faculty Annual Report Guide: Faculty Development Activities Attended

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The Faculty Development Activities Form enables you to report trainings, workshops, and seminars you attended. To report faculty development activities you attended, click on the "Add" button.

Any previously reported Faculty Development Activities will also be listed and you can edit, delete, or duplicate any of these previously reported activities.
Faculty Development Activities Attended Section A: Input Form (Required)

**Appearance**

![Input Form](image)

**Editing**

All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

**Required:** Specify the start and end semester the faculty development activity you attended (see p. 7), the type, title, sponsoring organization, city/state/country, and a description. These are the types of activities you can select:
Optional: Number of credit hours and the approximate number of hours spent per year.
Faculty Development Activities Attended Section B: Dates (Optional)

**Appearance**

Note: for activities that are/were only one day, leave the start date blank and specify the end date.
For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

**Editing**

Optional: You can specify the exact start and end date of the activity by clicking on the pop-up calendar. Note that this is different from tagging the activity to a semester and year (discussed later).
Faculty Development Activities Attended Section C: Attachments (Optional)

**Appearance**

Optional: You can upload file attachments or provide a URL to a website relevant to your faculty development activity.

**Editing**

Optional: You can upload file attachments or provide a URL to a website relevant to your faculty development activity.
Tagging Faculty Development Activity Attended with a Semester and Year

For each faculty development activity attended, you must tag it with a start and end semester and year. This is how it is pulled into your Faculty Annual Report (e.g., a faculty development activity attended tagged Fall 2018 through Spring 2022 will show up in your 2018, 2019, 2020, 2021, and 2022 FARs).