

Faculty Activity Reports Instructions

Faculty Activity Reports (FAR) and the FAR summary are now housed within the Faculty Excellence Portal (FEPOne), previously called RPTOnline. A FAR summary is no longer a part of the process and has been revised as summary points for the purposes of completing the new online template. The summary points have been formalized in a [FAR RPT Summary Points template](#). This summary template will be used explicitly for filling in the “Activities” boxes, now found in the FAR report in FEPOne.

These instructions will guide you step-by-step through the process.

- You will still need to complete a full FAR. You may use the full [FAR template](#) or access [Faculty Success](#)
- Assistant and associate professors will include a CV using the department [CV template](#)
- Log in to [FEPOne](#)
- Access the FAR tab

facultyportal.ncsu.edu/far/2025-2026



- You will notice a section for each of your responsibilities based on your SFR. An example for Teaching is shown below:

40 % Teaching and Mentoring of Undergraduate and Graduate Students

Responsibilities
I am committed to quality teaching consistent with the mission of the University and of the Department of Mathematics. Each course that I teach will be counted equally as part of my teaching responsibility.
I am expected to teach an average of four courses, graduate or undergraduate, per year or their equivalent. The mentoring of graduate, undergraduate students or postdocs can be counted as equivalent to teaching a course. It is understood that buying out a course with research funding will lower my teaching responsibility and increase my research responsibility, accordingly. Similarly, if the teaching load is reduced for research or service, then my teaching, research and/or service responsibilities will be adjusted accordingly.

Courses Taught

| Semester | Course | Section | Description | Credit Hours | Enrollment |
|-----------|--------|---------|---|--------------|-----------------------------|
| 2025 Fall | MA 131 | 004 | Calculus for Life and Management Sciences A | | 81 <input type="checkbox"/> |
| 2025 Fall | MA 131 | 004A | Calculus for Life and Management Sciences A | | 28 <input type="checkbox"/> |
| 2025 Fall | MA 131 | 004B | Calculus for Life and Management Sciences A | | 31 <input type="checkbox"/> |
| 2025 Fall | MA 131 | 004C | Calculus for Life and Management Sciences A | | 22 <input type="checkbox"/> |
| 2025 Fall | MA 341 | 001 | Applied Differential Equations I | | 79 <input type="checkbox"/> |

Activities

Self Assessment

- The "Activities" box is where you will edit, copy, and paste the related points from the FAR RPT Summary Points template. For each section, you will **not** paste information that the system currently listed.

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Activities

- For the Teaching section, you will make any corrections to courses listed and/or add any courses missing.
- You will also use this section to include advising, supervision, peer reviews, recommendation letters, curriculum development, course coordination, and any other related activities. You will use the FAR Summary Points template to guide you on the information to include. For example, if you have PhD advising through the year, you would add the information in the box:

PhD advising

- Academic Advising (3, John Adam expected graduation 12/27, Miranda Golf expected graduation 12/29, Chris Grass expected graduation 5/27)
 - Committees (2, Alan Misson, Cheri Berry)
- For the teaching section **only**, there is a "Self Assessment" box. This is a **required** section and it is recommended that you state a relatively simple reflection of teaching in the past year.

Self Assessment

- You will complete this process for each section as it relates to your specific FAR/SFR in the system. Some faculty may have additional sections depending on their individual SFR.
 - Use the preset summary points in the FAR Summary Points template for each section. You may find it easiest to save the template for yourself, edit as needed, and then copy and paste into the appropriate “Activities” box
- At the bottom left of the screen, you will see where you will upload your full FAR, and CV, if appropriate

Additional document upload (optional)



Curriculum vitae upload (optional)



- After you have uploaded all the documents and completed the "Activities" boxes, you will need to send me the full PDF from this process. This can be done by clicking on the "View PDF" button (bottom right corner), which will open in another window.
 - Save the PDF as follows: Last Name_FAR2025-2026
 - Email the saved PDF to me
- After you have completed all of the steps, you will need to click the Acknowledge button. This serves as your signature in the system, certifying that the information is complete and accurate.

Frequently Asked Questions

1. What if I don't have all the activities listed in the FAR Summary Points template?

You only need to include what is relevant to your activities. Not everyone has course coordination for example.

2. Do I list my citations for the academic year or are the citations meant to be the total for my career?

You will list your total citation figure from Google Scholar, PubLens and MathSciNet. Additionally, we recognize that these are not always complete.

3. Where would I list any tutoring that I do with high school students?

This would be listed under the Services Activities box.

4. What semesters do I include since the time period covered doesn't align with the academic year?

You will include classes taught for Summer 20XX, Fall 20XX, and Spring 20XX. Other data included should fall within the time period that is indicated at the top of the full FAR template.

5. Section 2 on the CV template indicates that I should only include information since my last promotion or hire at NC State University. Does reappointment to 2nd term count as a promotion?

No, reappointment to 2nd term does not count as a promotion, so you would include all activity since your hire date at NC State University.