

COS FAR and eFAR Submission – General Guidelines

Faculty may use the COS FAR Word Template (available [here](#) on the College of Science website) or use *Elements* to generate an eFAR report. Please see directions below.

Faculty should submit FARs and updated CVs to department heads/chairs by **January 13, 2023**. This is the deadline suggested by the Dean's Office.

FARs, updated CVs, DH Comment Sheets and Performance Evaluation Summary sheets are due to the Dean's Office on **March 1, 2023**.

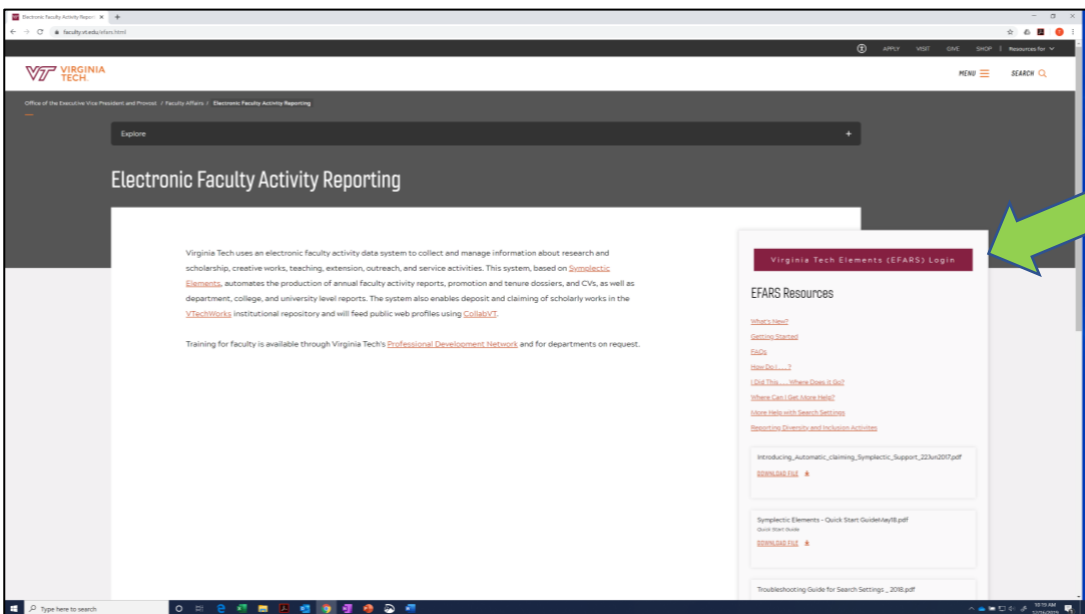
The above documents must be placed in the FAR folder within each departmental folder on the COS NAS. (e.g. COS -> DepartmentName -> FAR -> 2022FARS)

2022 Instructions for generating COS FAR report from Elements

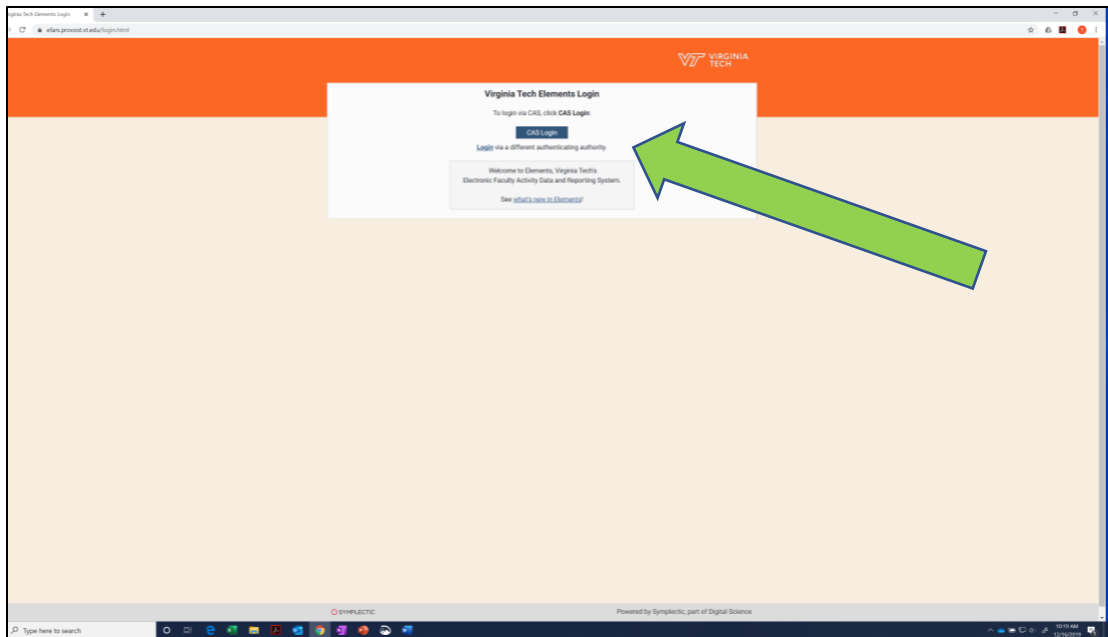
[NOTE: COS faculty have the option of completing the COS FAR electronically using *Elements* or by not using *Elements*. Use of *Elements* is not required. If you are interested in using *Elements*, please follow the instructions below. If you are not interested in using *Elements*, please complete the blank COS FAR Template word document available from your department chair and at science.vt.edu.]

To start, access <https://faculty.vt.edu/efars.html>

On this page (screen shot below), follow Virginia Tech Elements (EFARS) Login.

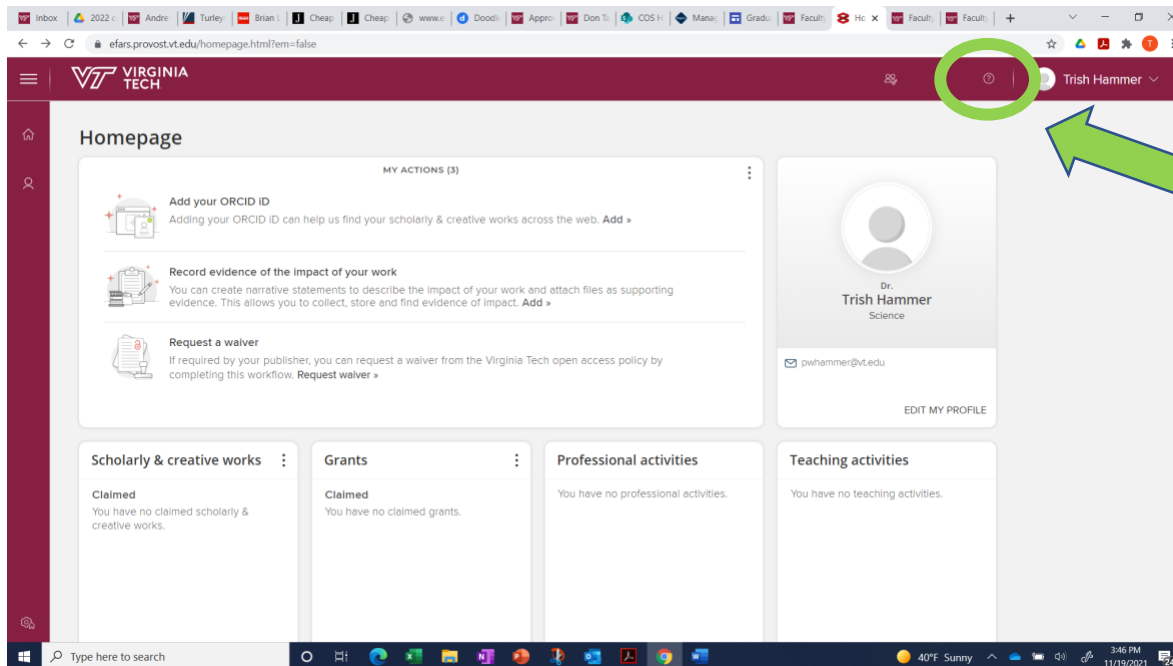


On the next page (screen shot below), follow the CAS Login process.

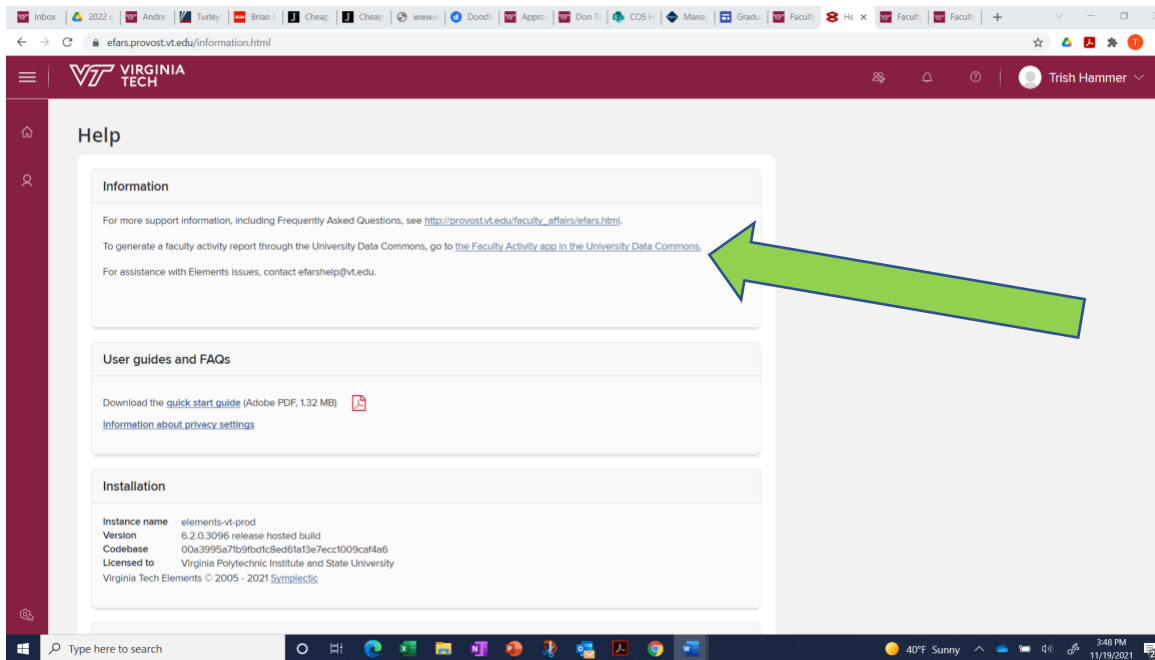


Enter updated information into Elements page (screen shot below).

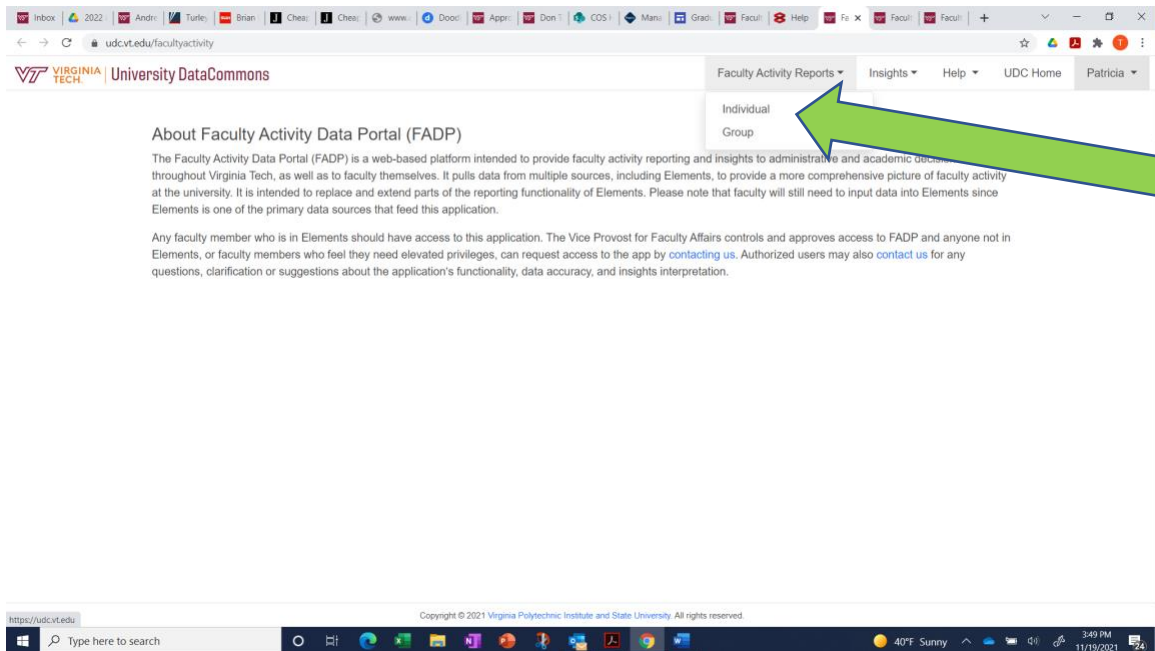
Then, to generate the COS FAR report from this page, click the **? button** in the upper right hand corner. You must be on campus or use VPN access.



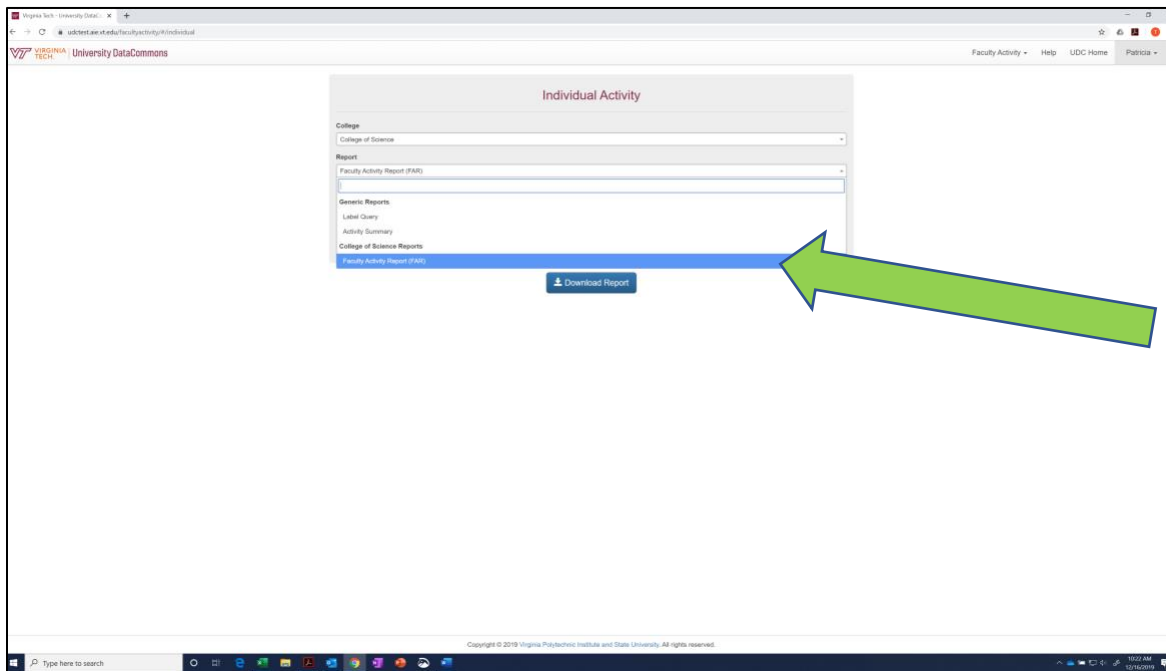
On the HELP page (screen shot below), select the second option under the Information heading



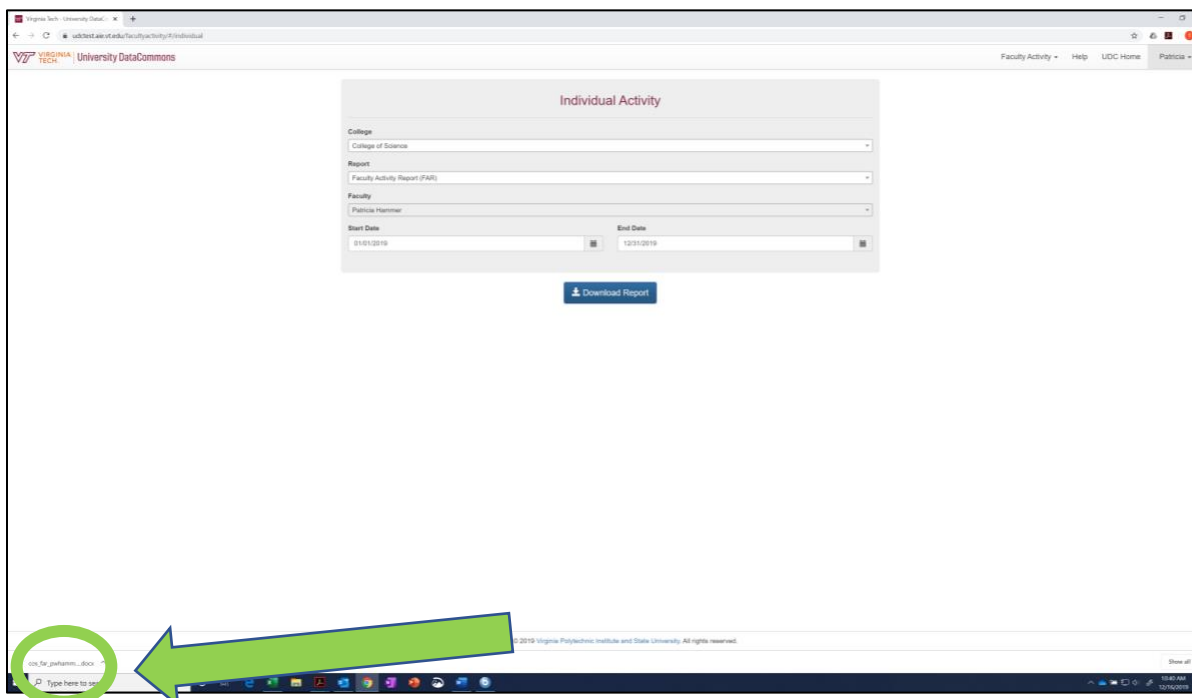
From the Faculty Activity Reports menu, select Individual.



From the pulldown Report menu, select COS FAR and then dates and then Download Report.



Report is downloaded as editable MS Word document. Location (and next step) depends on your download preferences (e.g. within Windows, MAC, etc.). For me, it appears in lower left hand corner as indicated below.



Please contact Trish Hammer, Associate Dean for Faculty Affairs and Graduate Studies, (pwhammer@vt.edu) if you have questions.

Barbara Lockee is available to provide individual instruction/support as well as departmental workshops for interested faculty. She and Ben Greenawald continue to work to improve the eFAR system and provide support.

Their contact information is included below:

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updated November 2022