

ELECTRONIC FACULTY ANNUAL ASSESSMENT REPORT (eFAAR) ANNUAL ASSIGNMENT DEFINITIONS

How to access:

- Go to **MY CSU** on the CSU home page,
- Under the Faculty and Staff column, go to the **Computing Resources**, and click on “**Electronic Online FAAR system.**”
- You may need to enter your **CSUID and password** to log into the Interfolio system.
- Once you log in, you will see a page titled “My Tasks.” Select the link titled “Complete Annual Activity Report Form: Summer 20xx - Spring 20xx.”
- Next, scroll through the sections of your EFAAR to see what information is being requested. Please note, that not all faculty will have activities to report in all categories. Other sections may be prepopulated with information from last year’s entry, and will only need editing.

How to navigate through the eFAAR activities. *Specific Interfolio instructions and for each activity are included with the email.*

- At the bottom of each section you have a choice of buttons.
- **ADD** to add new information to an EFAAR category.
- Once you are inside an EFAAR category, you will be prompted to provide additional information depending on the activity.
- If you add any new information, be sure to **SAVE**.
- You can also **SAVE and ADD ANOTHER, SAVE and GO Back**, or **Cancel**.

Previously Entered Content. If you have previously entered information into an activity category there will be a red bar stating “Activities require your attention.” Before adding new information in the section, update the status of the previously entered activity (e.g., updated the status of a journal article, the time served on a committee, or the status of a master’s thesis). If it should be ongoing, you will indicate that and not need to reenter that activity. If the activity has ceased prior to this activity period, so indicate with the correct menu choice.

Submitting your eFAAR.

Select the “Submit” button at the top of the activities to complete your eFAAR. Once “submitted”, you cannot edit further until your chair “returns” it to you electronically, at which point you then have the edit option again.