

eFARS Completion Requirements for Non-VT CALS Faculty with Extension Appointments

Instructions:

1. **Red sections – required**; All other sections – optional
2. Use of the My Programs Tab is required to set Planned Programs and Knowledge Areas
3. All other tabs (My Periodicals, My Collaborators and My Reports) are optional
4. Completion of other sections in the Report Outline is optional.

eFARS Annual Report Outline

A. Instructions

B. Carryover items

C. Resume

D. Appointment

1. **Percent Appointment**
2. Photo
3. CALS Key Initiative

E. Objectives

1. This evaluation year
2. Next evaluation year

F. Responsibilities and Achievements

G. Impact Statements

H. Extension Planning and Reporting

1. **Extension Reporting**
2. **Extension Planning**
 - a. **Outcome Buy-in**
 - b. Personal Action Plan (Agents only)
 - c. Unit Action Plan (UCs only, optional for 2008)
3. **Extension Program Development**
4. **Extension Support Activities**

I. Publications

J. Presentations

K. International Programs Accomplishments

1. **International research collaborations**
2. **Other international activities**

L. Extramural Funding Efforts

M. Teaching and Advising

1. **Courses Taught**
 - a. Credit courses taught
 - b. Guest lectures taught
2. **Completed theses, dissertations, etc.**
3. **Postdoctoral Fellow Training and Research**
4. **Academic Advising Responsibilities**
5. **Course and Curriculum Development**

N. Contributions to diversity

O. Other Scholarly Activities

- 1. Start up businesses**
- 2. Evidence of commercialization of discoveries**
- 3. Software**
- 4. Patents**
- 5. Disclosures**

P. Professional Development

Q. Service

1. Professional Service

- a. Service to Academic or Professional Organizations
- b. Editorships, curatorships, etc.
- c. Professional meetings, panels, workshops, etc., led or organized
- d. Ad hoc peer review for journals and other professional publications
- e. Participation on grant or fellowship review panels
- f. Site visit panels
- g. External reviews of grant or fellowship applications
- h. Other service to profession

2. University Service

- a. Department, college, and university service
- b. Service to students - involvement in co-curricular activities, advising student organizations, etc.

3. Extension, Outreach, Government, Industry, and Other Service

- a. Service on external boards, commissions, and advisory committees
- b. Expert witness/testimony
- c. Consulting that is consistent with university/department priorities

R. Awards and Recognition

S. Other Pertinent Activities

If you have questions, contact:

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11/30/2007