

Faculty Activity Report (FAR) and Annual Reviews:

1. Annual Reviews: The Board of Regents requires that each faculty member, regardless of responsibilities, receive an annual evaluation of his or her performance. For teaching faculty, this evaluation will include student evaluation of classes. Instructional units are encouraged to develop additional methods of evaluating instruction. The responsibility for the annual performance evaluation is held by the head of the administrative unit in which the faculty member is budgeted. The promotion/tenure unit head is responsible for the annual appraisal of progress toward promotion and tenure.
2. UGA Elements: UGA has replaced the FAR system with **UGA Elements**. To log in, go to: <https://uga.elements.symplectic.org/login.html?returnurl>. All files located in the FAR system were migrated into the Elements system. For faculty who had files in the FAR system, please look at files marked “Export” and confirm their location. Elements contains various training modules under the Training and Support link. For additional support, contact Edith Hollander in Room 327 or via email at edith@uga.edu or via phone at 706-542-2701.
3. Hugh Hodgson School of Music: The School of Music follows the University guidelines regarding annual updates to the Elements system and annual reviews. Annual reviews are conducted in late January through early March. In addition, HHSOM utilizes a Supplemental Activity Report (SAR) to facilitate the annual review process. Completion of both reports must be done prior to the Annual Review taking place. All completed, signed annual reviews are uploaded into the Elements system, as required by Franklin College.