

## FEA FAQ

- Who is expected to utilize FEA for Promotion & Tenure/Permanent Status?
  - All Candidates going up for promotion, tenure and permanent status during the 2025-2026 academic year will need to use FEA.
- A course was assigned to someone and never updated to reflect the actual instructor who taught it. They continue to appear in the system as the original instructor's courses, sometimes including evaluations. Can this be fixed?
  - This requires the records to be corrected at the source.
- What difference is there in the Activity Manager features between tenure-track and non-tenure track faculty?
  - There is no difference – all our faculty have access to the same types of activities, sections, and fields as part of the Activity Manager.
- When will annual evaluation information need to start being entered here?
  - Any activities as of Jan 1, 2025, will need to be self-entered into FEA. FEA will be available to use for annual evaluations during the 2025-2026 evaluation cycle.
- When errors are found, whom do we reach out to for corrections?
- For integrated data, please make corrections at the source. For more information, please see the [Reviewing Your Data](#) guide. For any other questions or corrections, please reach out to the Provost Office.
- Will we manually upload external evaluation letters?
  - Administrators will continue to do that manually in FEA.
- Can I delete something I entered?
  - Yes, you have the ability to manage your records by editing, excluding, or deleting self-entered records.
- UF's Office of Research has been promoting the use of ORCID for a standardized CV that integrates with UFIRST. Are data from ORCID being incorporated into FEA?
  - Yes, please see: <https://ufl.discovery.academicanalytics.com/>
- Any chance the data in the FEA could be exported and leveraged by institutional software like Microsoft PowerBI to create visual analytics which faculty could showcase on our profile pages and/or websites?
  - FEA data can be exported through Reporting tab in FEA.

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- How would other institutions see my publications, etc.? Is there a Faculty Insight Network where people can see each other's information?
  - Search capability in FEA environment is available to see only productivity marked as public. For UF, internal marked productivity will also be available.
- How far back is the Grants module in FEA pulling for historical purposes?
  - FEA includes all UFIRST data that are available.
- Whom do we contact to edit/update grants information (UFIRST, dept. admin, etc.)?
  - UFIRST, the source system that will feed into FEA on frequently.
- Would blogs, newsletter articles, general press articles, etc. be put in 'Other Publications'?
  - Yes. Other Publications includes a field for Contribution Type where you can specify the type of work.
- Where do we add our narratives?
  - Narratives will be added to the dossier once you have downloaded it from the FEA system.
- Where in FEA we should enter internal gifts, shared donations from industry partners, SEED grants, internally funded (e.g., Program Development Funds) proposals in Grants - Funded etc?
  - These should be added in the Other Awards & Gifts section.
- Can faculty have more than one proxy? Do administrators have to add each faculty proxy or will faculty be able add their assistants as their proxy?
  - Users can have multiple proxies. This is configured by the Provost's Office.
- When a conference publication doesn't have a unique DOI, how that should be handled in FEA?
  - Conferences without a DOI should be manually entered by the faculty in their profile.