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**TO:** Charles River Campus Faculty, Academic Deans, My CV Liaisons

**FROM:** Jean Morrison, University Provost and Chief Academic Officer 

**DATE:** January 9, 2018

**SUBJECT:** 2017 Faculty Annual Report (FAR) and External Activity Report (EAR)

This year, you will report your 2017 activities using the new faculty annual report (FAR) and external activity report (EAR) modules of My CV. Those modules are now open for use. In the new system, you will select activities listed in your My CV profile for transfer into your FAR. Your profile has already been populated with publications for the past five years, teaching activities transferred from the University Registrar, and grant activity transferred from BU's Quali Research system. However, you can add information in these categories if items are missing; you can likewise provide context for items, as needed. You will also need to add professional activities, advising, and committee service for last year to your profile because there is no data source for this information. As usual, the activities you select for your FAR should have occurred between January 1, 2017 and December 31, 2017. We expect that the pre-populated information will reduce the amount of manual entry, compared to the old system, but we also realize that learning to use a new system can be challenging. Fortunately, there are many resources available to help.

- Each school or college has a My CV Liaison who has helped to refine the system and who is an expert in its use. The list of liaisons for all schools and colleges is [here](#).
- There are also 39 multiple-hour drop-in help sessions scheduled in January and February. The list by date and by school is [here](#). You are welcome to attend a session in your school, or drop in for help at another session in any school. Experts will be available to help you complete your FAR and EAR.
- The My CV Training and Support [page](#) lists many other resources and links to short videos and tips for completing each section of your Profile, as well as a "What Goes Where Guide" to help you decide where to list different activities.

To get started, you may want to view a brief [introductory video](#) on using My CV to complete your FAR.

Next, log on to <https://mycv.bu.edu/>, review your My CV profile, and add any additional activity needed for your 2017 Faculty Annual Report. You can add as much historical information to your profile as you wish, but please concentrate on 2017 items so that you can transfer them to the FAR. Your profile is always open, so you can update it throughout the year.

Once your FAR is complete, please use the My CV system to complete your External Activity Report (EAR). Nothing is pre-populated in the EAR because there are no internal or external data sources, so you will enter your own information much like you did in the old system.

Your dean will communicate the deadline for FAR and EAR completion for your individual school or college. Please give yourself plenty of time to complete it and take advantage of the drop-in help sessions before the deadline. Thank you for your cooperation in this important component of the merit review process.