MEMORANDUM

TO: IFAS Faculty
FROM: Jimmy G. Cheek, Larry R. Arrington, R. Kirby Barrick, Mark R. McLellan
RE: Faculty Reporting/UNIFAS

Earlier this year, a decision was made to move forward with revisions to the UNIFAS system. Six committees were appointed to guide changes to each of the six modules in UNIFAS (personnel, publications, teaching, extension, research, and contracts and grants). At that time a deadline of October 15 was established to complete revisions to UNIFAS. It has become clear that this deadline will not be met and therefore we will use a modified process for faculty reporting this year as we move forward to develop a more user-friendly "version 2" of UNIFAS. For this year only (2007), you will be entering only information required for external reporting to assure continued funding for IFAS.

The required information that must be entered into UNIFAS for this year is listed below. Faculty also should note that data from multiple external sources will be loaded into the UNIFAS database as usual (including research projects from CRIS, grant awards from DSR, courses taught and student evaluations, graduate committee memberships from GIMS, and EDIS fact sheets). What you must add is as follows:

1. **All publications for 2007.**

2. **Days expended for each extension program.** These data are entered by clicking on any activity title. There must be at least one activity for a program, and the start and end dates must occur in 2007. You may report all days expended for a program under one activity.

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3. **Group attendance for each extension program.** Enter the racial-ethnic and gender composition of clientele who received information from you during field days, demonstrations, workshops, classes, seminars and other group teaching events. These data are entered by clicking on an activity title, and the start and end dates of the activity must occur in 2007. You may report all group attendance for a program under one activity.

4. **Topic(s) for the extension program.** At least one topic must be selected for 2007. Enter the information by clicking on an activity title.

5. **Clientele contacts for each extension program.** Enter the racial-ethnic and gender composition of clientele who received information from you by telephone, office visit, field visit, etc., in 2007.

6. **Outcomes for each extension program.** Enter outcome information, including the year, the number who were surveyed and the number who made the recommended change for appropriate outcomes/indicators.

7. **Multi-state collaboration for each extension program.** Review the list of states and add states (no other information is required) as appropriate.

When you have entered the required data into UNIFAS, you can generate a report that is compatible with MS Word. If you desire, this information can be used to generate your evaluation report for your unit leader. The annual evaluation report should be prepared in the format of an IFAS Tenure and Promotion document.

JGC/vnm