Time demands on FARs:
A temporal analysis of what a FAR does and when

Dr. Roger Munger, FAR
November 2019

It's about time (& how to use it wisely).
Over 25 years ago, I started studying the who, when, and how long of EMS communication.

Disclaimer

- Self-reported data—it's all about me.
- Close is good enough. Exact is for landing on Mars.
- Your mileage (and time) will vary.
Time in perspective: Group of 5 FAR

Member of the MWC, 48 million-dollar budget (28% allocated), 20 intercollegiate teams, 420 student-athletes, 160 full-time employees, 30-40 GAs.

In my mind, I am an overworked FAR.
To validate my suspicion, I’ve kept track for over eight years.

Started May 1, 2011
Seven full years: 2012-2018
In Progress 2019

I wanted answers to three questions.

President [or Dean or Dept Chair]:
What did you do this year as FAR?

Everyone: Did you do X?

Me: Where did all my life (time) go?
I record when, how long, what, and who.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/7/2019</td>
<td>45</td>
<td>participated in follow up interviews with NCAA re Presidential Forum SA welfare support</td>
</tr>
<tr>
<td>1/8/2019</td>
<td>480</td>
<td>completed day-long workshop on Challenging Culture of Cruelty &amp; Beyond Diversity</td>
</tr>
<tr>
<td>1/10/2019</td>
<td>30</td>
<td>spoke to JB re potential international transfer MBB</td>
</tr>
<tr>
<td>1/10/2019</td>
<td>60</td>
<td>participated in MWC PAR call</td>
</tr>
<tr>
<td>1/10/2019</td>
<td>30</td>
<td>interviewed international SA</td>
</tr>
<tr>
<td>1/10/2019</td>
<td>120</td>
<td>participated in spring ACAD eligibility cert meeting</td>
</tr>
<tr>
<td>1/10/2019</td>
<td>15</td>
<td>reviewed and signed MBB schedule</td>
</tr>
<tr>
<td>1/14/2019</td>
<td>120</td>
<td>worked on region 7 NCAA post-grad scholarship apps</td>
</tr>
<tr>
<td>1/14/2019</td>
<td>30</td>
<td>spoke to MB re various NCAA rules, legislation</td>
</tr>
<tr>
<td>1/16/2019</td>
<td>60</td>
<td>participated in MWC Joint call</td>
</tr>
<tr>
<td>1/16/2019</td>
<td>60</td>
<td>participated head coaches meeting</td>
</tr>
<tr>
<td>1/18/2019</td>
<td>60</td>
<td>spoke to SS re acad 101 class</td>
</tr>
<tr>
<td>1/28/2019</td>
<td>45</td>
<td>participated in NCAA region 7 scholarship decisions</td>
</tr>
</tbody>
</table>

The verbs (actions) tell your story.

chaired (9) completed (3) contacted (1) interviewed (3)
met (11) participated (39)
presented (2) proctored (11) reviewed (5)
spoke (11) traveled (10) worked (12)
What’s not included?

- Reading and responding to email/texts
- Thinking about a FAR-related issue
- Socializing with my colleagues
- Being an intercollegiate sports fan

I assigned 1 of 3 activity types.

1. Ensuring the **academic integrity** of the athletics program

1. Serving as an independent advocate for **student-athlete well-being**

1. Participating in the **institutional control** of athletics program
Spoiler Alert

I analyzed seven years of activities.
I’m a professional email writer & reader.

Average number of words sent is 125 (with 60% less than 100).

Last week of the semester: busy time. I won’t be able to attend the student-athlete graduation reception. My daughter graduates with her MSW at the same time.

I’d like to meet with you to discuss what, if any, changes we would like to consider for the BroncoLife Faculty program. I should have feedback from current faculty in a week or so.

Do you have time to meet at your office for 30 mins Thursday, May 30, sometime 12, 1, 2? If not then, what about 12, 1 on Monday, May 27? If so, would please send me a calendar invite? [100 words]
40% of my received emails are FAR-related as are 20% of my sent emails.

How much time do I spend as FAR on email?

For every three FAR emails received, I send one.

- Time to read each: 1 minute.
- Time to write a message: 9 minutes

6% of my week or 2.4 hours every week.
(compare to industry ave 28%)
Most of my email involves people on my campus

Top athletically-related received from:
1. Assistant Commissioner, Compliance, MWC Conference (FAR group)
2. Associate Athletic Director/Compliance, Boise State
3. Assistant Athletic Director/Compliance, Boise State
4. FAR #1, MWC Institution
5. Assistant Athletic Director/Student-Athlete Development, Boise State

Top athletically-related sent to:
1. Associate Athletic Director/Compliance, Boise State
2. Assistant Athletic Director/Student-Athlete Development, Boise State
3. Faculty member, Intercollegiate Athletics Advisory Committee, Boise State
4. Assistant Commissioner, Compliance, MWC Conference (FAR group)
5. FAR #2, MWC Institution

Email load reflects academic calendar.
Let’s get back to FAR activities.

I spend about 10-14% of my week on FAR tasks.
I spent most of my time on institutional control.

FAR workload mirrors the academic calendar.

Average 11% of week or 4.4 hrs/week
Including FAR email makes a difference:
+6% weekly work.

With email, load is high of 20%, low 16%, average 17%. Average hours/week goes up to 6.8 hrs.

40% of FARs work harder than I do.

FARA Engagement Survey 2017: “Division I FARs appear to spend the most time fulfilling their role, with 74% reporting they commit 6 hours or more, and 40% reporting they spend at least 11 hours per week on aspects of the FAR responsibilities.”

Me: I commit 6.8 hours per week.
What has changed over seven years?

Travel was significant early on and now.

Conference meetings, NCAA Rules Seminar, 1A FAR, FARA, NCAA FAR Institute, NCAA Committee on Infractions, bowl games, basketball conference championships, single sport away competition, academic conferences to present FAR-related research.
Did how I spent my time reflect my values?

I talked a lot, in meetings.
When reflecting on my time as FAR,

Even without considering email load,

I tried to do too much (2012: 14% of load)

I started to focus on core activities (2013-14: 10%)

Once comfortable, I started to add to (but not subtract from) my activities (2015: 12%)

I need to refocus. I’m already at

I was wrong about my FAR workload.

I was average or below average in hours each week.

I spend most of my FAR time (and emails) on institutional control/compliance tasks.
Tracking time helped my career.

- Supplemented memory with a record of when, what, and who.
- Documented what I did for performance reviews.
- Made informed decisions about adjusting my FAR activities.
- Better planned my faculty and FAR duties.
- Argued for more resources.

So what?

- Tracking your activities is worth the effort.
- Email is a significant time factor. (About 37% of overall FAR workload)
- Travel to away competition and conference meetings/education can be significant.
- What you spend time on suggests what you and your institution value.
We need to better understand and value the *reflective time*.

1. Significant untracked time is *thinking*
2. Recovery time from FAR to Professor and back is significant.

Let’s connect.

rmunger@boisestate.edu