Processes/Expectations:

- Department Heads will send out FARGOs to faculty members with internally established departmental deadlines deemed appropriate deadlines below.
- Department Heads will review FARGOs for the following:
  - Review publications sections for completeness/correctness
  - Ensure citations are correct
    - Must reflect whether it has been published and date published.
    - Ensure appropriate columns are filled out.
    - Example: All columns should be filled out if a journal article was published, there should be no blank columns or missing information.
  - Forms must be in the original Excel format with the appropriate tabs. PDFs of this document will not be accepted as the data cannot be converted to the database collection system.
- If Department Head find errors in the FARGOs, they will send FARGO back to faculty members for corrections.
- Once department heads have received completed and corrected FARGO’s in Excel format, the department should email FARGOs to the Data Analyst (ksampso2@geos.tamu.edu) with a cc to the Assistant Dean (bbayer@tamu.edu) by the due dates outlined below.
- NOTE: Department Heads and Faculty Administrators are expected to submit their FARGOs within this same timeline.

Deadlines:

- The FARGO will be updated, as needed, each year by Data Analyst with approval by GFAC. This process will take place in early Fall.
- The Dean will distribute the updated FARGO to Department Heads and Faculty Administrators no later than December 15 of each year.
- Deadline for Department Head’s to send completed and reviewed FARGO’s to data analyst for review is February 15th.
  - All Fargo’s should be sent at one time to avoid duplication, missed FARGOs, etc. Best practice is to send them as a zip file via email.
- Data analyst will review final FARGOs to ensure correctness. Any FARGOs missing data will be returned to the Department Head by February 28 or within two weeks of receiving the documents, if submitted early.
- Deadline for ALL final FARGO’s is the Friday before Spring Break (March 11th for AY2016).
- Accountability Data will be completed by March 31 of each year.