Guidelines: Annual Faculty Report

Deadlines: The deadline for submission of material to be considered in the annual evaluation is set by the Chair or Director.

Please review your assignment for the academic year under review and your department’s criteria/procedures for annual evaluation prior to completing the Annual Report.

Minimally, the material submitted for consideration in the annual evaluation consists of:

(1) The Annual Faculty Report form, completed according to specifications of this set of guidelines and your department or program’s requirements.

(2) A folder of supplementary materials that includes

   a. Revised and up-to-date curriculum vita.
   b. Copies of the summary sheets of SPOT reports for all courses included in the report.
   c. Other material requested by the department or the Chair.

If you have any questions about what should be included in the documentation folder, speak with your chair or director.

Because the Annual Report form is a Word document, you should be able to expand or contract the space for each category so that it is appropriate to your needs.

A. Teaching and Instruction

Report on your classroom teaching over the past academic year.

1. Classes assigned:

   List the classes that you were assigned to teach and provide requested information on them.
   If one of your classes was cross-listed (e.g., one section was taught under CST and another was taught under a department prefix), do not list the class as if it was two separate classes. List the two prefixes and provide the enrollment information for each, but indicate in a note appended to the table that this was a single class meeting. For example:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Enrollment</th>
</tr>
</thead>
</table>

   Semester: [Semester]
   Course #: [Course #]
   Course Title: [Course Title]
   Credit Hours: [Credit Hours]
   Contact Hours: [Contact Hours]
   Enrollment: [Enrollment]
<table>
<thead>
<tr>
<th>Fall 0X</th>
<th>CST 7777</th>
<th>Title of Course</th>
<th>3</th>
<th>3</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 0X</td>
<td>ANT 6666</td>
<td>Title of Course**</td>
<td></td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

**Note: CST 7777 and ANT 6666 were different listings for the same course, as enrollment was split between CST and the Department of Anthropology.**

2. Other Instructional Activities, as appropriate, for the academic year.

   a. Supervision of Directed Independent Study and other independent course work:

      List student name, semester, course number, course name, and number of credits

   b. Internship:

      List student name, semester, course number, course name, internship site, and number of credits

   c. Membership on comprehensive or field examination, thesis and doctoral committees, other instructional work with graduate students:

      For thesis and dissertation committees: List student name, semester, title of thesis or dissertation, role on committee (chair, member), actual or anticipated term of graduation

      For comprehensive or field examinations: If all members of the department or program serve on comprehensive examination committees, it is not necessary to list such committees.

   d. Curricular Development:

      List new courses developed and proposed to curricular committees. Indicate any other curricular work – for example, chairing or serving on a departmental curricular revision/development task force.

   e. Advising:

   f. Responsibility for instructional labs, studios, and other instructional support responsibilities:

      If appropriate, explain your role in developing and maintaining labs or other instructional support spaces; explain any role you have played in other instructional support activities (e.g., organizing instruments or equipment)

   g. Supervision of Graduate Teaching Assistants:
In this section, explain your role in supervising GTA’s. Indicate whether the GTA was assisting you in a course in which you were the primary lecturer or whether the GTA was assisting in a course in which the GTA was the primary leader of classroom discussions and similar activities.

h. Competitive grants, awards, prizes, and special recognition for instruction:

Provide copies of letters of award.

i. Other instructional activities and accomplishments:

3. Student Perception of Teaching

For all of the courses listed in item 1 above, provide the average SPOT score on the items designated by your department. If your department does not specify which items to use, include the items specified in the University’s promotion and tenure portfolio: items 20 and 21 for traditional classes; items 16 and 17 for distance learning classes.

You may write and include a brief analysis of your SPOT scores if it is useful in evaluating the instructional record.

4. Other material relevant to the evaluation of instruction during the period under review:

If you choose to or are required by your departmental procedures to submit additional information about your instructional work (e.g., peer evaluations, syllabi, course materials, descriptions of new preparations or major revisions of course(s), or participation in instructional development activity), use this space to describe/list the material enclosed in the folder of supplementary material. If appropriate and necessary, provide a brief explanation of the significance of this material for the annual evaluation.

B. Research, Scholarship and/or Other Creative Accomplishment

1. Publications during the academic year. Please list in the following order. Provide full bibliographical detail, including page numbers. Provide any additional information required by department (e.g., information on reviewing process).

(a) Appeared in print during the evaluation period. Indicate whether the publication was reported in an earlier annual report and, if so, during which year.
(b) Accepted for publication during the evaluation period but not in press. Indicate the anticipated date of publication, if known.

(c) Reprints

(i) Work reprinted during the evaluation period. Provide full bibliographical detail on the original publication of the work as well as a full citation to the reprinted work. Indicate whether the reprinting was reported in an earlier annual report and, if so, during which year.

(ii) Work to be reprinted. List the work that will be reprinted and the publication in which it will be appearing. Indicate the anticipated date of publication, if know.

For each, provide a copy of the publication or of the manuscript along with the letter of acceptance from the publisher or journal editor. Provide sufficient information for the Chair or Director to understand the nature of the review process. Provide reviews, when available, in the supplementary material.

2. Creative accomplishments:

The categories below may be useful in organizing your annual report, but this list is illustrative rather than comprehensive. Describe all creative accomplishments as fully as possible.

For each of your accomplishments, provide supporting documentation in the supplementary material such as letters of acceptance of a work for a juried show and information on the jurying process. Provide reviews, when available, in the supplementary material.

Artistic work in the visual arts included in juried exhibitions (specify solo or group)
(a) Nationally significant exhibitions (list date, location, sponsor)
(b) Regionally significant exhibitions (list date, location, sponsor)
(c) Other

Artistic work in the visual arts published (specify nature of publication, publisher, reviewing process, distribution)

Scholarly and other contributions to significant exhibitions in the visual arts
(a) service as juror or judge of national or regional (specify) competition
(b) curatorship of nationally or regionally significant show (specify whether the show was juried or not; if juried, specify jurors and their backgrounds)
(c) catalogue for a significant exhibition

Film/video/animation productions exhibited in juried festivals (explain your role in the production)
(a) awards (specify award, awarding organization, review process, date)
(b) nationally significant venues
(c) regional or other more limited venues

Other artistic accomplishments in film/video/animation

Other artistic accomplishments in the visual arts

Musical performances (specify solo or group)
(a) Awards (specify award, awarding organization, review process, date)
(b) Nationally significant venue (specify dates, venue)
(c) Regionally significant venue

Musical compositions (specify nature of work)
(a) awards (specify award, awarding organization, review process, date)
(b) published (specify publisher, distribution)
(c) premiered (artist, venue)

Recordings of musical performance
(specify nature of performance, recording label, distribution)

Significant production work on a recording of a musical performance
(specify role, specify nature of performance, recording label, distribution)

Other artistic accomplishment or awards

Artistic and collaborative theatrical performance and production (please explain)

Other artistic accomplishments in theatre

3. Papers presented at or other contributions to/involvement in professional meetings, special seminars, and other professional activities such as demonstrations or workshops:

For each, provide appropriate documentation in the supplementary material – for example, a copy of the meeting’s agenda or a copy of the paper presented. If the activity was not the presentation of a paper or other participation on a panel, explain the contribution (e.g., “proposed panel topic to conference organizers, solicited papers and sent submissions out for review, organized panel”).

4. Grant proposals submitted and grants received:

Provide appropriate documentation in the supplementary material
5. Awards, prizes, and special recognition of scholarly or artistic work:

Provide appropriate documentation in the supplementary material

6. Work under review:
   (i) Work that is under revision for a resubmission that has been encouraged by a journal’s editor(s) should be listed here
   (ii) List other work that has been submitted for review. Give the title of the work and the journal for which it is being considered/reviewed.

7. Work in progress:

   If appropriate to your department’s or program’s evaluation of your past year’s accomplishments, describe your work in progress and, as appropriate, provide documentation of it in the supplementary material (e.g., completed chapters from a book in progress).

8. Chair’s comments and evaluation:

C. Service, Governance, and Other University Responsibilities

Consider the period of the academic year.

For all of the items below, provide brief additional information about your work and accomplishments if it would be useful for your evaluation. If appropriate, provide additional material relevant to this section in the supplementary material.

If you have an unusual assignment to a particular institutional responsibility (for example, an assignment to a University-level task force that works directly with a VP), consult with your chair or director about whether it would be useful to him or her to have any additional information about your performance included in the supplementary material.

1. Academic governance and other institutional responsibilities:
   a. Governance, assigned departmental/program responsibilities and service:

      List all departmental/program responsibilities and committees
      Indicate whether you served on a committee as a chair or member

   b. Governance, assigned College responsibilities and service:

      List College responsibilities and committees
      Indicate whether you served on a committee as a chair or member
c. Governance, assigned Campus responsibilities and service:

   List campus responsibilities and committees
   Indicate whether you served on a committee as a chair or member

d. Governance, assigned University responsibilities and service:

   List University responsibilities and committees
   Indicate whether you served on a committee as a chair or member

2. Professional service:

   Explain your responsibilities and accomplishments, providing documentation when appropriate.

3. Assigned service external to the university and the profession:

   Explain your responsibilities and accomplishments, providing documentation when appropriate

D. Academic Administration

An assignment to academic administration should be indicated explicitly as such in the annual assignment; typically, only chairs have assignments to academic administration. If the nature of the administrative assignment is not self-evident from the title, provide a brief statement of your position. Provide documentation of your accomplishments in the position, as useful and appropriate, in the supplementary materials.

If you have held a special appointment in academic administration outside of your department or program, work with your chair to determine how the external supervisor of this assignment will be consulted as part of this evaluation process.

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NOTE: The final page of the Annual Report provides a summary of the annual evaluation. It requires three signatures: the Chair/Director’s; a signature from the faculty member which indicates that she or he has seen the evaluation and had an opportunity to discuss it with the chair/director prior to the final version of the evaluation; the Dean’s.

As noted on the final page of the Annual Report, after the annual evaluation is signed by the faculty member, the faculty member may add a brief response to the content of the evaluation. This response is optional. It may be added as a brief memorandum and the Report should note “see appended memorandum.”