

# COLLEGE OF ARTS AND SCIENCES

## FACULTY ANNUAL REPORT

The Faculty Annual Report (FAR) has four main purposes:

1. to enable the College to meet the Board of Trustees' mandate regarding evaluation of faculty activities and assignments;
2. to encourage cooperative planning by the Department Head and faculty member for assigned and anticipated responsibilities and/or expectations;
3. to record the areas of responsibility and approximate percent of effort to be devoted to them during the academic year; and
4. to serve as part of a review and evaluation system for the assigned responsibilities during the year.

Teaching, scholarly activities, and service activities for the College's academic year which have been assigned by and/or mutually planned with your Department Head should be recorded in the appropriate sections of the Faculty Annual Report. The workload assumes that the instructor is responsible for normal departmental and institutional duties, such as academic advisement, committee work, service activities, and other functions normally associated with the profession in addition to his/her regular teaching load. The reporting period is from May 1 through April 30.

**INSTRUCTIONS:** Develop the FAR as accurately as possible. Any FAR which is incomplete, inaccurate or illegible will be returned for correction. **All regular full-time faculty must file an annual report by Friday (noon) of the first full week of May of each academic year with the Department Head.** The FAR will serve as a major part of the documented foundation for the self evaluation and for the administrative evaluation by the Department Head for the reporting period. Attach Student Rating Instrument (SRI) to Departmental FAR only.

Goals and weights for the next evaluation period will be established in the spring conference with the Department Head.

### FORMAT OF FACULTY ANNUAL REPORT

- A. Instructional Accomplishments
- B. Scholarly Accomplishments
- C. Service Accomplishments
- D. Other Accomplishments

**ALL FARs MUST HAVE THESE FOUR CATEGORIES.** If no activity has taken place in one of the categories listed in the above format, write **NONE** next to the letter (A.B.C. or D.) and proceed to the next letter.



# OBJECTIVES

EVALUATION PERIOD: MAY 1, 2009 TO APRIL 30, 2010

**Instructional Activity Objectives (60% minimum - 85% maximum)**

- 1.
- 2.
- 3.
- 4.
- 5.

Use additional sheet if necessary.

**Scholarly Activity Objectives**

- 1.
- 2.
- 3.
- 4.

**Service Activity Objectives**

- 1.
- 2.
- 3.
- 4.

**Weights for Evaluation Period 2009-2010**

Instructional Activities -----	_____	%
Advisement -----	_____	%
Scholarly Activities -----	_____	%
Service Activities -----	_____	%
Other -----	_____	%
<small>(Give details and goals on separate sheet.)</small>		
Summary Evaluation -----	<u>100</u>	%

**Faculty Member**

\_\_\_\_\_  
**Faculty Initials      Date**

**Department Head      \_\_\_\_\_%**

\_\_\_\_\_  
**D.H. Initials      Date**