

FACULTY ANNUAL REPORT

As part of the annual evaluation process, each faculty member is required to prepare and file a Faculty Annual Report documenting activities and effort with respect to his/her current Agreement on Responsibilities. Each academic unit is required to define an appropriate format for the Faculty Annual Report. At a minimum, the report format should provide documentation of the faculty member's activities and effort related to the areas on the Agreement on Responsibilities: teaching, advisement, research/scholarship/creative activity, service/outreach, and administration. Academic units may add areas as needed to completely document a faculty member's work. Academic units may also use the previously required Faculty Activity and Load Reports to meet the requirements for the Faculty Annual Report. As a result of the deadlines for promotion dossier preparation, the Faculty Annual Report for the current year will always be a partial report.