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## 2024 Performance - Faculty Annual Review



### Employee Name

Position  
9/1/2023 - 8/31/2024

### Overview

Faculty members will be given an overall rating based on the individual's teaching, research/scholarly and service activities. The accomplishments from the previous review period will be documented, and new expectations established for the next review period.

#### Faculty Member:

1. In your FAR, you will submit your CV with items from the 2023-2024 year highlighted, document your 2024, detail any accomplishments not documented in your CV, and describe your goals for 2024-2025; each section, select the save and continue button at the bottom of the page. Once you are finished, select the submit button. **Please note: you will not be able to enter any information on department head rating and comments placeholders for the department head's ratings and comments.**
2. After your department head completes their review, you will be able to electronically sign it. Navigate to the review, enter your name, select the sign button, and then select the submit button.

#### Department Head:

1. Once the faculty member submits their FAR, you will provide ratings and comments on their activities. After completing each section, select the save and continue button at the bottom of the page.
2. Provide a rating and any additional comments on the overall review page, and select submit.
3. After submitting the review, meet with the faculty member to discuss their review. This should be a 1:1 meeting and should include clear and candid feedback and ideas for future development.
4. After the faculty member signs their review, you will be able to electronically sign it. Access the review signature page. Type your name in the signature box, select sign and then submit to submit the review.
5. After the signatures are complete, the review will be moved to the faculty member's past reviews.

Please note that there is a 10,000 character limit on each field in this form. The form uses a rudimentary text editor that does not permit any complex formatting (i.e., tables).

### Review Step Progression

FAR

Department Head Review



**Faculty Member Signature**



**Department Head Signature**



Reopen Step

Get Started



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### Confirm CV Attachment

Please be sure to attach your CV to this review and confirm below that you have done so. **Highlight any n 2023-2024 in your CV** - this will allow your Department Head to view those activities directly in your CV, & need to duplicate that information in this form.

**To attach your CV:**

- Click on the Options drop-down menu in the upper-right-hand corner of the screen
- Select attachments
- Select choose File and browse to where you have your CV saved
- Select your CV and click Save

You may attach up to three documents to this review, including your CV. The maximum file size is 1MB.

**To view the attached CV:**

- Click on the Options drop-down menu in the upper-right-hand corner of the screen
- Select Attachments
- Click directly on the attached file to open it

**I have attached my CV to this review**



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**Employee Name**

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## 2023-2024 Faculty Goals (past year)

Please describe the achievement of the goals you set for 2023-2024 below. Each field has a 10,000 charact

### Teaching Goals (Past Year)

Comments:

Font  Size

### Service and Other Activities Goals (Past Year)

Comments:

Font  Size

### Research, Scholarly, and Creative Activities Goals (Past Year)

Comments:

Font  Size

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## 2024 Performance - Faculty Annual Review



**Employee Name**

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## 2023-2024 Teaching Activities

Please document any teaching activities for 2023-2024 not highlighted in your CV using the following pro 10,000 character limit.

### Thesis / independent study - undergraduate / graduate; for each list students, courses, topics, out

Comments:

Font  Size

### Advising / mentoring - undergraduate majors, undergraduate non-majors, graduate students. cou training / supervision; for each list number of students, number of hours per week, nature of advi

Comments:

Font  Size

**Please document your percentage of responsibility for teaching each course/section by term below**

Comments:

Font ▼ Size ▼ ▼ ▼

**New course / lab preparation / teaching innovations / significant course or lab revisions**

Comments:

Font ▼ Size ▼ ▼ ▼

**Other - please use this space for information on teaching activities not captured elsewhere**

Comments:

Font ▼

Size ▼

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## 2024 Performance - Faculty Annual Review



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## 2023-2024 Department Head Rating for Teaching Activities

Department Head

Please provide an overall rating for the faculty member's 2023-2024 teaching activities. Enter a rating from additional comments in the comments box below.

### Department Head Rating for Teaching Activities

Select  \*

Please include any comments on the faculty member's teaching activities here:

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**Employee Name**

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## 2023-2024 Research, Scholarly, and Creative Activities

Please document any research, scholarly, and creative activities for 2023-2024 not highlighted in your CV prompts. Each field has a 10,000 character limit.

### Instrumentation donations arranged

Comments:

Font  Size

Large text area for comments

### Part-time student tuition earned

Comments:

Font  Size

**Other - please use this space for information on research, scholarly, and creative activities not captured elsewhere**

Comments:

Font Size



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## 2023-2024 Department Head Rating for Research, Scholarly, and Creative Activities

Department Head

Please provide an overall rating for the faculty member's 2023-2024 research, scholarly, and creative activities 1-5 and enter any additional comments in the comments box below.

### Department Head Rating for Research, Scholarly, and Creative Activities

Select  \*

Please include any comments on the faculty member's research, scholarly, and creative activities here:

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## 2024 Performance - Faculty Annual Review



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## 2023-2024 Service and Other Activities

Please document any service activities for 2023-2024 not highlighted in your CV using the following prompt. 10,000 character limit.

### Other - please use this space for information on service related activities not captured elsewhere

Comments:

Font  Size

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## 2023-2024 Department Head Rating for Service and Other Activities

Department Head

Please provide an overall rating for the faculty member's 2023-2024 service related activities. Enter a rating any additional comments in the comments box below.

### Department Head Rating for Service and Other Activities

Select  \*

Please include any comments on the faculty member's service related activities here:

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### 2024-2025 Faculty Goals (current year)

Please enter your goals for 2024-2025 below. Each field has a 10,000 character limit.

#### 2023-2024 Teaching Activities Goals

Comments:

Font  Size

#### 2023-2024 Research, Scholarly, and Creative Activities Goals

Comments:

Font  Size

### 2023-2024 Service Related Goals

Comments:

Font ▾

Size ▾

▾ ▾

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## 2023-2024 Faculty Overall Rating

### Department Head:

Please use the ratings for administrative responsibilities, teaching activities, research/scholarly/creative acti related activities to decide on an overall rating for the faculty member. Choose a rating from the drop-dow following as a guide:

- 0 – 1.49 Did not achieve expected results
- 1.5 – 2.49 Partially achieved expected results
- 2.5 – 3.49 Fully achieved expected results
- 3.5 – 4.49 Achieved more than expected results
- >4.49 Exceptional achievement

**Select a rating from the rating scale and any additional comments in the comments box.** If you are fi select the submit button at the bottom of the page. Otherwise, select save and exit to return to the review

### Faculty overall rating 2023-2024

Select 

### Faculty overall comments 2023-2024

Comments:

Font  Size



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### Signature Section

Enter your name and select the Sign button. When you are finished, select the Submit button.

Self

Pending Signature

Manager

**Sign**

### Comment