

“The January Report” 2012

FACULTY ANNUAL REPORT (January 1, 2011 through December 31, 2011)

This report contains three sections and an optional section which you should use *if appropriate*:

- X The Annual Professional Evaluation (Human Resources Office) which triggers incremental salary increase (if applicable) and your faculty appointment letter for the following year, and;
- X A current professional resume required for accreditation and Graduate Faculty Status purposes;
- X The Annual Faculty Activity Report (FAR, Office of Scholarly Research) which triggers payment of your annual cash bonus (if eligible) for scholarly productivity;
- X If applicable, the Graduate Faculty Status Review (School of Graduate Studies).

These sections are to be completed and returned, with appropriate chair (and dean) signatures, to the office of the Provost by **January 31, 2012**. Your chair and deans should receive copies.

STEP ONE

Update your professional resume. The template is found in Appendix A. In the section on Professional Activities – Research/Scholarship, please use the subheadings shown in the template which match those used by the Office of Scholarly Research. This will make your work simpler when transferring information in Step Two.

Please note the updated Graduate Faculty Status in Part V, pages 6 and 7.

STEP TWO

Complete the Faculty Activity Report (FAR) using the scoring guidelines given in Appendix B. Be sure to collect the appropriate supporting documentation for each item you report. Once you review the FAR with your department chair (step 3), your chair will email the FAR directly to the Office of Research and Creative Scholarship, research@andrews.edu, along with all supporting documentation. The FAR form should be emailed as a separate Word document only, although the supporting documentation may be scanned and emailed, or delivered by campus mail (0355).

STEP THREE

Make an appointment for your annual review with your department chair before **January 31, 2012**. Take the following to your appointment:

1. The completed Faculty Activity Report (FAR) and your professional resume.
2. Annual Professional Evaluation (see Page 2, Part II) with the following information entered on the form:
 - a. Goals set in your last review with your chair
 - b. Goals accomplished during the past year (January 1, 2011 to December 31, 2011)
 - c. Suggested goals for the next year (January 1, 2012 to December 31, 2012)

In completing the Annual Professional Evaluation, please make specific reference to progress and plans for assessment.

3. IF YOU WILL SEEK ADVANCEMENT to a higher rank in the future, or will seek CONTINUOUS APPOINTMENT, prepare an Individual Faculty Advancement Plan (Pages 4 and 5) to review with your chair. Year 1 should be in harmony with what you have entered as suggested goals for the next year.

Review these items at this appointment along with the Graduate Faculty Status recommendation (if applicable) completed by your chair. Your chair will sign the recommendation form for your appropriate salary increase (Part III). After your review, the graduate faculty status recommendation, (Part IV) will be sent by the chair to your dean who will add a dean's recommendation. Dean's offices will take the completed January Report with all its parts to the office of the Provost by **January 31, 2012**.

Name _____

PART II – Annual Review of Professional Development Goals

GOALS: (12-month period—January 1, 2011 to December 31, 2011)

ACHIEVEMENT OF GOALS:
(Same 12-month period)

NEW GOALS FOR 2012:

TEACHING:

Assessment:

SCHOLARLY WORK:

SERVICE:

Criteria for Satisfactory Rating : Instructor, Assistant Professor, Associate Professor or Professor

Please review the appropriate General Job Description for your rank during your annual evaluation discussion with your chair or dean. These job descriptions are found at on the HR webpage under Documents (Performance Appraisal):

http://www.andrews.edu/HR/doc_appraisal.html

Name _____

Part III – Chair Recommendation for Salary Implementation

3/4 of current goals met for January 1, 2011 through December 31, 2011: ___ Yes ___ No

DEPARTMENT CHAIR’S COMMENTS:

FACULTY COMMENTS (optional):

Signature: _____ Date _____
Faculty member

Signature: _____ Date _____
Chair

Signature: _____ Date _____
Dean

The faculty member’s signature verifies that this appraisal was given and does not necessarily indicate that the faculty member agrees with the appraisal.

Name _____

PART IV

Individual Faculty Advancement Plan

Name: _____

Present Rank: _____

Eligible for _____
Rank promotion

Year: _____

Continuous appointment

Year: _____

Summary of Plan for Advancement and Continuous Appointment:

- 1. Enter rank sought in top left box. Mark the areas for the appropriate rating planned in each column (scholarship, teaching, and service). See Sample below.

Next Rank Sought:	Scholarship	Teaching	Service
Associate Professor			
Good	X		X
Very Good		X	
Excellent	S A M P L E	S A M P L E	S A M P L E

Next Rank Sought:	Scholarship	Teaching	Service
Good			
Very Good			
Excellent			

- 2. Review the Criteria Guidelines for the expectations to reach each rating level.
- 3. Identify what steps need to be taken in each area to achieve the desired rating.
- 4. Organize these steps into the appropriate years remaining before the application for rank review. Record these on the Worksheet.

Signature, Faculty member

Signature, Chair

Signature, Dean

Signature, Provost

Name _____

PART IV
WORKSHEET SUMMARY FOR ADVANCEMENT PLANNING

Scholarship: Estimated rating at the present time (Circle one): Good Very Good Excellent

Scholarship of Discovery
Scholarship of Pedagogy
Scholarship of Integration
Scholarship of Application
Other _____

Actions Year 1 (Coming year):

Actions Year 2

Actions Year 3

Actions Year 4

Teaching: Estimated rating at the present time (Circle one): Good Very Good Excellent

Actions Year 1 (Coming year):

Actions Year 2

Actions Year 3

Actions Year 4

Service: Estimated rating at the present time (Circle one): Good Very Good Excellent

Actions Year 1 (Coming year):

Actions Year 2

Actions Year 3

Actions Year 4

PART V

Graduate Faculty Status

Introduction

The purpose of conferring Graduate Faculty Status is to identify the community of scholars qualified to 1) mentor graduate students into that community; 2) teach graduate courses; 3) advise graduate students; 4) serve on students' dissertation/thesis/project committees; 5) administer the comprehensive examinations; 6) chair master's theses and projects, 7) serve as the external examiner at dissertation defenses; and 8) chair dissertation committees. Graduate Faculty Status is based on appointment and qualifications. For each Graduate faculty status category, department heads and deans shall submit a request with credentials to the School of Graduate Studies & Research for conferral of the appropriate graduate faculty status. The four status categories are:

1. *Full Graduate Faculty Status*

Full Graduate Faculty Status is conferred upon employed faculty appointed to teach graduate courses and who hold an earned doctorate. Full status permits the faculty to perform functions 1–7 listed above. Once appointed, this status is reviewed as part of faculty member's Annual Review and/or Continuous Appointment.

2. *Associate Graduate Faculty Status*

Associate Graduate Faculty Status is conferred upon (a) employed faculty in a professional/clinical program appointed to teach graduate courses and who hold an earned master's degree, a terminal degree that is not a doctorate and/or professional license and a clinical specialty; and (b) employed faculty appointed to teach graduate courses and are ABD. Associate status permits the faculty to perform functions 1–6 listed above. Once appointed, this status is reviewed as part of the faculty member's Annual Review and/or Continuous Appointment.

3. *Adjunct Graduate Faculty Status*

Adjunct Graduate Faculty Status is conferred upon the appointment of adjunct faculty who teach graduate courses. Normally, adjunct faculty status allows the faculty to perform functions 1–2 listed above. Adjunct Graduate Faculty Status is granted annually and reviewed as part of the Annual Review of the adjunct faculty. Permission to perform functions 3–7 may be granted by the graduate dean after review of relevant credentials.

4. *Graduate Chair Status*

Full and associate graduate faculty may be appointed to the graduate chair status. This status permits the faculty the additional function of chairing dissertation committees. The following conditions shall be met to merit the graduate chair status:

- a. Served on at least three dissertations
- b. Attended at least one Dissertation Chairs Workshop
- c. Provide evidence of satisfactory teaching and scholarship.

Upon the recommendation of department heads and deans, the dean of the School Graduate Studies & Research will appoint faculty members to the graduate chair status.

Name _____

Faculty, Chair, and Dean Review of Graduate Faculty Status

Each graduate faculty shall indicate their current Graduate Faculty Status based on the description above and attach a current resume, utilizing the format shown in Appendix A, as part of the review of their status.

_____ Full Graduate Faculty Status

_____ Associate Graduate Faculty Status

1. Dean and/or department chair, please comment on the role-effectiveness of this faculty member (teaching, research/scholarship, and service).

_____ Graduate Chair Status

2. If you, a graduate faculty member, are seeking appointment to the Graduate Chair Status, please make the case as to why the status should be granted and how you meet the required criteria stated above. Departmental “need” is not sufficient.

Signature _____

Date _____

Department Chair

Signature _____

Date _____

Faculty Member

Signature _____

Date _____

School Dean

APPENDIX A

CURRICULUM VITA (PART I)

NAME

DEPARTMENT

ID#

EDUCATION:

(Please list degrees earned, institution, date, etc. in reverse chronological order)

EXPERIENCE:

(Please list position, institution, dates, responsibilities, etc. in reverse chronological order)

PROFESSIONAL ACTIVITIES:

(Please list activities in appropriate categories, etc. reverse chronological order.)

Teaching:

Service:

Research/Scholarship: (Use only the subheadings in this category applicable to your work. Please use an **asterisk to indicate first-time** research/scholarship entries that qualify for cash bonuses.) Please use the bibliographic style appropriate to your major discipline. Further explanation of categories is found in Appendix B.)

Academic Professional Books Published
Major Book Revisions Published
Books/Volumes Edited
Translated Works of Another Author
Refereed Journal Articles
Professional Journal Periodical Articles (not refereed)
Chapters Contributed to Book/Volume
Monographs/Manuals/Academic Essays/Treatises
Book Reviews in Academic Publications
Dictionary/Encyclopedia Articles
Creative Literary Writing/Novels/Short stories/Poetry/Biography
Scholarly/Professional Papers Read
Poster Presentations
Scientific/Scholarly Abstracts
Academic Journals Edited
Editorial Referee Activities
Patents/Inventions
Professional Consultations
Dramatic Productions
Musical Concerts
Musical Recordings
Musical Competitions
Audio/Visual Productions
Computes Programs/CD ROMS
Art/Photo Exhibits

2011 Faculty Research / Creative Activity Report (FAR) Categories

Book Published

- a) **2.0 – 6.0** – Scholarly book refereed or invited by a juried process and published by an academic publisher. (Scores above 2.0 must be justified.)
- b) **1.0** – Scholarly or professional book, monograph, manual or major government report, or dissertation published by an academic publisher (not UMI or JWL).
- c) **0.5** – General audience book based on scholarship expertise, better identified as “scholarly service.” (Exclude general audience book not directly based upon scholarly research.)
- d) **50%** of (a) – (c) – Republishing a substantially revised version, or self-translation to another language of previously published book. (Exclude reprint of previously published book with only minor corrections, or translation of your book to another language that you were not directly responsible for.)
- e) **25%** of (a) – (c) – Translation of a book authored by another author.

Book Chapter Published

- a) **1.0** – Scholarly book chapter refereed or invited by a juried process and published by an academic publisher.
- b) **0.5** – Scholarly or professional book chapter, chapter-length manual or government report.
- c) **0.25** – General audience book chapter based on scholarship expertise, better identified as “scholarly service.” (Exclude general audience book chapter not directly based upon scholarly research.)

Article Published

- a) **1.0** – Scholarly article refereed or invited by a juried process.
- b) **0.5** – Scholarly article not refereed or juried.
- c) **0.25** – Consortium publication (more than 50 authors) in a refereed journal.
- d) **0.25** – General audience article based on scholarship expertise, better identified as “scholarly service.” (Exclude general audience article or magazine column not directly based upon scholarly research.)
- e) **50%** of (a) – (b) – Article published by an Andrews University student under your mentorship, provided that the student’s affiliation is listed as Andrews University and that your mentorship is recognized in the acknowledgements.

Book Review or Dictionary/Encyclopedia/Commentary Article Published

- a) **0.25** – Major dictionary/encyclopedia/commentary article (over 1000 words). Shorter dictionary/encyclopedia/commentary articles may be grouped together for credit.
- b) **0.25** – Review of scholarly book in an academic publication.
- c) **0.125** – Review of scholarly book in a general audience publication. (Exclude review of a general audience book.)

Conference Presentation

- a) **0.5** – Invited or plenary presentation at a regional, national, or international disciplinary conference. Also include invited tutorial or workshop at the conference.
- b) **0.25** – Contributed paper or poster presentation at a regional, national, or international disciplinary conference.
- c) **50%** of (a) – (b) – Presentation at a conference primarily by and for a Seventh-day Adventist audience (e.g. Adventist Theological Society or Association of Seventh-day Adventist Librarians meetings). . (Exclude AU campus presentation, unless sponsored by an external organization.)

- d) **25%** of (a) – (b) – Presentation at a conference sponsored by a single university or denominational entity. (Exclude stand-alone colloquium or workshop presented at the invitation of a university or denominational entity unless it is part of a lectureship series.)

Performance or Exhibition

- a) **1.0** – Musical or other recording produced by a major publisher or label.
- b) **1.0** – Competition winner for a performance or exhibition in an academic or professional environment.
- c) **1.0** – Juried or invited by a juried process performance or exhibition in a professional environment. Include guest performance with a professional music or dramatic group, or a professional gallery art exhibit.
- d) **0.5** – Juried or invited by a juried process performance or exhibition in an academic environment. Include guest performance with a university orchestra or a Howard Series performance.
- e) **0.25** – Non-juried performance or exhibition. (Exclude AU campus presentation, unless sponsored by an external organization. Also exclude self-published recordings, web-pages, and other forms of self-promoted creative scholarship.)

External Grant or Research Fellowship

Report activities in the year the grant begins. Exclude internal Andrews University grant or research recognition, as well as external research award or recognition received that is not tied to direct support for on-going research.

- a) **2.0** – Principal investigator or co-principal investigator on a major grant or sub-grant (>\$100,000)
- b) **1.0** – Principal investigator or co-principal investigator on a medium grant or sub-grant (\$10,000-\$100,000).
- c) **0.5** – Principal investigator or co-principal investigator on a small grant, sub-grant, or research fellowship (<\$10,000).
- d) **25%** of (a) – (c) – For pending or unfunded external grants applied for.

Book or Academic Journal Edited

- a) **2.0** – Editor of academic journal (4 or more issues annually).
- b) **1.0** – Assistant editor or handling editor of academic journal.
- c) **0.5** – Editor of academic journal (single issue or special issue).
- d) **0.5** – Editor of academic book.
- e) **0.25** – Editor of general audience publication based on scholarship expertise

Editorial Referee Activity

- a) **1.0** – Review of multiple grant applications as a panel reviewer for a grant funding agency.
- b) **0.25** – Review of a single application for a grant funding agency.
- c) **0.25** – Review of multiple abstracts for a conference.
- d) **0.125** – Review of a manuscript for a journal. (Exclude second review of the same manuscript.)

Conference Organization

- a) **1.0** – Conference organizer or program director of a regional, national, or international disciplinary conference.
- b) **0.125** – Session chair or panelist at a regional, national, or international disciplinary conference.
- c) **50%** of (a) – (b) – For a conference primarily by and for a Seventh-day Adventist audience (e.g. Adventist Theological Society or Association of Seventh-day Adventist Librarians meetings).
- d) **25%** of (a) – (b) – For a conference sponsored by a single university or denominational entity. (Exclude AU sponsored conferences with attendees primarily AU faculty and students.)

FACULTY RESEARCH / CREATIVE ACTIVITY REPORT

[For activities of a scholarly/creative/professional nature involving publication, presentation, exhibition, performance, etc.]

FULL NAME		AU I.D.	DATE
E-MAIL ADDRESS		YEAR OF REPORTED ACTIVITIES	
SCHOOL		DEPARTMENT	

Please report research / creative activities for the calendar year (January 1 - December 31).

Documentation submitted should be adequate to justify the scoring requested for each item. Documentation may be scanned and attached to the email, or delivered to the Office of Research, AD322, via campus mail (0355). The deadline for submission of this report and documentation is **January 31, 2012**.

In the cells below, report your activities in the same manner in which you would make a bibliographic entry, using the bibliographic style appropriate for your discipline. You may record all activities that fall under any particular category in the same cell (please be sure to leave a line between each entry). As you do this each cell will increase in size to accommodate your reported activities. You may delete cells that are not applicable.

Self-score each item using the **2011 FAR Category** page. After reviewing with your Department Chair, email this report directly to research@andrews.edu.

Faculty: By typing my name below, I certify that I have reviewed all reported activities with my department chair and we agree the items reported here are accurate and scored appropriately.

Chair: By typing my name below, I certify that I have reviewed all reported activities with my faculty member, and we agree the items reported here are accurate and scored appropriately.

Faculty member	Date	Department Chair	Date

Score

<u>Book Published</u> Documentation: Title page, publication page, and table of contents.	
<u>Book Chapter Published</u> Documentation: Title page, publication page, and table of contents.	

<p><u>Article Published</u> Documentation: First page of article, journal publication information.</p>	
<p><u>Book Review or Dictionary/Encyclopedia/Commentary Article Published</u> Documentation: First page of article (full article if 3 or fewer pages), journal/book publication information.</p>	
<p><u>Conference Presentation</u> Documentation: Abstract and title page from conference bulletin.</p>	
<p><u>Performance or Exhibition</u> Documentation: Published abstract or publicity flyer.</p>	
<p><u>External Grant or Research Fellowship</u> Documentation: Award letter and budget page.</p>	
<p><u>Book or Academic Journal Edited</u> Documentation: Title page and publication page.</p>	
<p><u>Editorial Referee Activity</u> Documentation: Letter from editor or other verification that the review was submitted. Note: reviews are confidential, so the content of your referee report should be excised prior to submission of documentation.</p>	
<p><u>Conference Organization</u> Documentation: Conference schedule or organization page.</p>	