“The January Report”

**2017**

FACULTY ANNUAL REPORT

**(January 1, 2016 through December 31, 2016)**

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

 The Annual Professional Evaluation (Human Resources Office) which triggers incremental salary increase (if applicable) and your faculty appointment letter for the following year, and;

 A current professional resume required for accreditation and Graduate Faculty Status purposes;

 The Annual Faculty Activity Report (FAR, Office of Scholarly Research) which triggers payment of your annual cash bonus (if eligible) for scholarly productivity;

 If applicable, the Graduate Faculty Status Review (School of Graduate Studies).

These sections are to be completed and EMAILED, with appropriate chair (and dean) signatures, to the office of the Provost [provostoffice@andrews.edu](mailto:provostoffice@andrews.edu) by **January 31, 2017**. 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 reported. Review the FAR with your department chair (step 3). Either you or your chair should email the FAR (***in Word format***) directly to the Office of Research and Creative Scholarship, [research@andrews.edu](mailto:research@andrews.edu), along with all supporting documentation ***as an attached PDF document***. If you have nothing to report for this year, please send an email to [research@andrews.edu](mailto:research@andrews.edu) with “**FAR: Nothing to Report**” in the subject line. The Office of Research and Creative Scholarship will audit your scores, and return the audited FAR to you. You will be given at least one week to review the audited FAR and appeal scoring changes (by providing additional clarification or documentation) before final awards will be determined.

**STEP THREE**

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 reported.  Review the FAR with your department chair (step 4).   Either you or your chair should email the FAR (***in Word format***), by the stated deadline, directly to the Office of Research and Creative Scholarship, [research@andrews.edu](mailto:research@andrews.edu), along with all supporting documentation ***as an attached PDF document***.  If the documentation is available online, links in the FAR form to the documentation is sufficient.  In order to receive credit for your publication, presentation, production, design, performance or exhibition, your Andrews University affiliation must be acknowledged in the documentation.  If you have nothing to report for this year, please send an email to [research@andrews.edu](mailto:research@andrews.edu) with “**FAR: Nothing to Report**” in the subject line.  The Office of Research and Creative Scholarship will audit your scores, and return the audited FAR to you.  You will be given at least one week to review the audited FAR and appeal scoring changes (by providing additional clarification or documentation) before final awards will be determined.

Make an appointment for your annual review with your department chair before **January 31, 2017**. 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, 2016 to December 31, 2016)

c. Suggested goals for the next year (January 1, 2017 to December 31, 2017)

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

1. IF YOU WILL SEEK ADVANCEMENT to a higher rank in the future, or will seek TENURE, 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, 2017**.

Name

**PART II – Annual Review of Professional Development Goals**

|  |  |  |
| --- | --- | --- |
| **GOALS:** (12-month period—January 1, 2016 to December 31, 2016) | **ACHIEVEMENT OF GOALS:**  (Same 12-month  period) | **NEW GOALS FOR 2017:**    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, 2016 through December 31, 2016: 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 Year:

Rank promotion

Year:

Tenure

Summary of Plan for Advancement and Tenure:

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:**  **Associate Professor** | **Scholarship** | **Teaching** | **Service** |
| 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.

1. 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 Tenure.

1. *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 Tenure.

1. *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.

1. *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:

1. Served on at least three dissertations
2. Attended at least one Dissertation Chairs Workshop
3. 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.

Recommendation: 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

1. 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