



OFFICE OF THE PROVOST

ANNUAL FACULTY PERSONNEL REPORT

Faculty: Return to Chair by June 1st

Chair: Return to Dean with Comments by July 1st

Dean: Return to Provost's Office with Comments by August 1st

| | |
|------------------------|------------------------------|
| Name: | Enter Faculty Name |
| Date: | June 3, 2011 |
| Rank: | ** Select Rank ** |
| College/School: | Enter College or School Name |
| Department: | Enter Department Name |
| Chair: | Enter Department Chair |

I. SUMMARY SELF-EVALUATION

1. Faculty Member:

Please review the goals you set for yourself one year ago, and provide a summative, one-year progress report on each by rating yourself 1 (low) to 5 (high) for each area in the following table.

| Academic Year: <u>2015-16</u> | SELF Evaluation | CHAIR Evaluation | DEAN Evaluation |
|----------------------------------------------------|--------------------|---------------------|--------------------|
| 1. Performance in Teaching | * select * | * select * | * select * |
| 2. Professional Advancement | * select * | * select * | * select * |
| 3. Scholarly and Creative Accomplishments | * select * | * select * | * select * |
| 4. Advising and Mentoring | * select * | * select * | * select * |
| 5. Contributions to the life of the University | * select * | * select * | * select * |
| 6. Global Mission | * select * | * select * | * select * |
| 7. Sponsored Research and Programs (if applicable) | * select * | * select * | * select * |

2. Department Chair:

Please complete your portion of the above summative evaluation. You should review the summary and your comments on the following pages with each faculty member. After completing that process, please date and sign the following:

- a. I reviewed the results of this evaluation with the faculty member on:

Date: Enter date. Initials: Enter Initials

- b. I sent a copy of this report to the faculty member on:

Date: Enter date. Initials: Enter Initials

3. College Dean:

After receiving this from the Chair, the Dean will also evaluate the faculty members' performance. If desired, the faculty member may schedule a meeting with the College Dean for review.

II. SUPPORTING INFORMATION:

I. Performance in Teaching:

- a. Course Development, e.g., new or revised courses, innovative pedagogy.
(NOTE: Curriculum development should be listed under "4. Contributions to the University.")

Faculty Comments:

Chair Comments:

Dean Comments:

- b. Student evaluations:
Summarize the student evaluations of your strengths and weaknesses. Do you agree, and if so, how are you going to respond?

Faculty Comments:

Chair Comments:

Dean Comments:

- c. Workload:
Attach documentation of workload for Summer, Fall, Spring, and Academic Year (if applicable).

Summer (I, II, and III)

Fall Semester

Spring Semester

Academic Year (if applicable)

Faculty Comments:

Chair Comments:

Dean Comments:

2. Professional Advancement:

Professional advancement involves demonstration of growing competence in a number of areas. Among the areas in which competence is to be demonstrated are:

- a. On-going research and scholarship on the part of the candidate;
- b. incorporation in course work and experiential education of recent scholarship and developments in the field;
- c. directing advanced student research;
- d. participation in professional societies (offices held, meetings attended, services performed);
- e. Professional growth through such activities as writing grant proposals (successful and unsuccessful – indicate which – see also items 6a., 6b., 6c.);
- f. giving guest lectures and addresses, and providing consultant services;
- g. Honors and awards (date, place, organization);
- h. Advanced professional training (course taken or audited, post-doctoral work, workshops, progress toward a degree); and/or other evidence that the person is active in the dual role of teacher and scholar, with academic life-signs that are vital and strong.

Faculty Comments:

Chair Comments:

Dean Comments:

3. Scholarly and Creative Accomplishments:

Please refer to Section 7 for grant/sponsored research achievements. Discuss professional achievements

such as:

- a. publications,
- b. exhibitions,
- c. musical or dramatic productions,
- d. papers delivered at professional meetings,
and/or other recognized creative activities

Faculty Comments:

Chair Comments:

Dean Comments:

4. Advising and Mentoring:

In the 2010-2015 Academic Affairs Strategic Plan, the Value Statement on Student Centeredness states, "As a student-centered institution, Arcadia conceives, structures, and implements its operations (teaching, advising, research, service, etc.) to respond to student needs and promote academic excellence." Please highlight your advising activities and how your involvement has enhanced student success.

Faculty Comments:

Chair Comments:

Dean Comments:

5. Contributions to the Life of the University:

This factor is especially important in a small University. With a multitude of activities and programs to be staffed and relatively few persons available to do them, it is imperative that the skills, unique interests, and devotion of every member be utilized to the fullest degree possible. Willingness to serve and dedication in service is regarded as implicit in employment at Arcadia. Examples of items in a long list of opportunities for members to contribute to the life of the University, both on the Glenside campus and Arcadia related programs abroad include:

- a. Committee assignments(offices held, frequency of meetings, level of overall work that you contributed—heavy, moderate, light),
- b. program revision and development (including grant proposals to support University initiatives),
- c. contributions to interdisciplinary programs,
- d. student advising (describe nature of advising, thesis and research supervision, etc., and the number of students with whom you've worked),
- e. activities in support of recruitment, admission, and retention of students,
- f. participation in formal events, student organizations, and extracurricular activities.

Faculty Comments:

Chair Comments:

Dean Comments:

6. Global Mission:

Theme Five of the 2010-2015 Academic Affairs Strategic Plan calls for the "comprehensive internationalization of Arcadia University that is demonstrated in the design, implementation, and outcomes of the University activities and operations, and is rooted in the context of globalization." Please describe any activities in which you have participated to further this goal and related objectives.

Faculty Comments:

Chair Comments:

Dean Comments:

7. Sponsored/Grant Research and Programs:

For each sponsored research and sponsored program activities for the year just ending or for the next fiscal year (including pending grants), please provide a brief description using the following format. Please include grant proposals written and submitted, current sponsored research, and grants/sponsored research which ended in the previous year.

- a. Funding Agency (including Arcadia funds, sub-awards, consultancy)
- b. Funding Duration
- c. Principal Investigator or Project Leader (include location if external)
- d. Grant or Project Title
- e. Brief Description
- f. Role
- g. Time Commitment (Academic Year or Summer)
- h. Description of use of University's name, property, or facilities

Faculty Comments:

Chair Comments:

Dean Comments:

- i. Might any of your activities on sponsored research or programs lead to a conflict of interest or interfere with the objectivity of your teaching or research?
 Yes If yes, describe here.
 No

8. Outside employment during the academic year for the year just ending or for the coming year.

- a. Name of college/university or other employer, dates of employment, and time commitment
- b. Description of extra-institutional employment
- c. Please describe the values of these activities to your regular teaching and research activities and to Arcadia University
- d. Might this extra-institutional employment lead to conflict of interest or interfere with the objectivity of your teaching or research? ***If yes, please describe***
Will this employment involve use of the University's name, property or facilities?

If yes, please describe:

Faculty Comments:

Chair Comments:

Dean Comments:

- e. Does the Department Chair approve of these outside activities for the coming year?
 Yes
 No

III. PLANS FOR THE COMING YEAR: *

Please note three or four goals you have set for the coming year. Indicate how these goals address areas that have been less strong in the past.

1. Goals for Performance in teaching:

Faculty Comments:

Chair Comments:

Dean Comments:

2. Goals for Professional Advancement:

Faculty Comments:

Chair Comments:

Dean Comments:

3. Goals for Scholarly and Creative Accomplishments:

Faculty Comments:

Chair Comments:

Dean Comments:

4. Goals for Contributions to the life of the University:

Faculty Comments:

Chair Comments:

Dean Comments:

5. Goals for Advising:

Faculty Comments:

Chair Comments:

Dean Comments:

6. Goals for Sponsored Research and Programs:

Faculty Comments:

Chair Comments:

Dean Comments:

7. Goals for supporting the Global Mission:

Faculty Comments:

Chair Comments:

Dean Comments:

8. Resource needs for the coming year in order to advance the goals stated above.

In this area, indicate intention to apply for travel reimbursement to attend/present at meetings, apply for faculty awards for enhancement of pedagogy, faculty development awards for the support of research, scholarly, and creative activities. Please indicate estimated amounts:

Faculty Comments:

Chair Comments:

Dean Comments:

Annual Faculty Personnel Report
Alternate Work Assignment Report
2017-2018

If you received an Alternate Work Assignment (AWA/Course Release/Stipend) Agreement Letter for any length of time in the previous year (semester or the academic year), please complete the following report. Chairs and Program Directors should complete Section 3 of the Departmental Report instead of completing this report.

Title: _____

Term/length of AWA: _____

Number of hours spent (avg.) per week on assignment: _____

I. Please list responsibilities and metrics from the AWA Agreement Letter in the space below.

2. Please describe work and accomplishments completed in the previous Academic Year for each bullet point from above. Include specific references to metrics in your description. Please refer to Tableau data where appropriate.

Chair Comments:

Dean Comments: