MOREHOUSE SCHOOL OF MEDICINE

To: All Faculty

From: Valerie Montgomery Rice, M.D.
Dean and Executive Vice President

Re: Faculty Activity Reports (FAR)

Date: November 2, 2011

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Enclosed are forms for the annual evaluation of faculty. The faculty bylaws require the chairperson complete an evaluation of each faculty member using a form approved by the Academic Policy Council. The Council approved two documents, the form entitled "Faculty Activity Report" (FAR) and the form entitled "Chairperson's Annual Evaluation of Faculty" (CAEF).

Enclosed are Faculty Activities Reports for FY'11. Each faculty member should complete a FAR and submit it to the department chairperson by November 25, 2011. Please adhere to the following steps in order to submit the required documents to the Office of the Dean:

1. Each **paid** faculty member (including part-time faculty) should complete a Faculty Activity Report and submit it to his/her chair by November 25, 2011. The FAR should be reported for the period of July 1, 2010 through June 30, 2011. Time spent teaching, conducting sponsored and unfunded research, providing clinical service, and administrative service should be reported as a percent full time equivalence (% FTE). **An updated FAR for each faculty member should be maintained in your department's office.**
2. Chairs will schedule a conference with you and will complete an evaluation (CAEF) for each faculty member based on a review of the FAR. Faculty members who have major administration activities or responsibilities in centers or institutes will submit the FAR to the administration head on center or institute director, and the director will then coordinate with the appropriate chair for completion of the evaluation.
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3. Each chair should complete a Faculty Activity Report for himself/herself and submit it to the dean by November 25, 2011.
4. You should also use this occasion to update your CV according to the institutional guidelines.
5. Departmental chairs are ultimately responsible for the annual evaluation of faculty members appointed to their department, which will be requested under separate cover, and expected in my office no later than December 9, 2011.

Please contact Ms. Sandra Watson (404) 752-1723 if you have questions about the process.

Thank you in advance for your cooperation.

cc: Ms. Sandra Watson
Ms. Denise Britt

Attachments