



To: Department Chairs and Center Directors

From: Sandra E. Watson, MHA
Office of Faculty Affairs and Development

Re: Chair/Director Faculty Activity Report (FAR) and Self-Evaluation;
Faculty Evaluation Process; Notice of Non-Renewals

Date: January 7, 2013

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Attached are Faculty Activities Reports (FAR) for the period 7/1/2011 – 6/30/2012. This year, you may also include appropriate activities through December, 2012 to allow you to provide a timely report of your activities. Each chair and center director should complete a FAR and self-evaluation form, and submit it to the dean's office by March 1, 2013. Please adhere to the following steps in order to prepare the required documents:

1. Please complete a **Faculty Activity Report** and submit it to Office of the Dean, Ms. Alicia Holloway by **March 1, 2013**. The FAR should be reported for the period of July 1, 2011 through June 30, 2012. Please capture July 1, 2012 – December 31, 2012 separately. Time spent teaching, conducting sponsored and unfunded research, providing clinical service, and administrative service should be reported as a percent full time equivalence (% FTE).
2. You should also use this occasion to **update your CV** according to the institutional guidelines and provide with your FAR submission.
3. In addition to the FAR, you are also requested to complete and submit to the dean with your FAR submission the **Chair/Director Self Evaluation form**.
4. As mentioned in a separate correspondence, your departmental **Annual Report** is to be completed as submitted to Ms. Holloway by March 29, 2013.
5. The dean's office will schedule a conference with you and Dr. Montgomery Rice to complete an evaluation based on a review of your FAR, your self-assessment, the Faculty Input to Chair Evaluation and your departmental Annual Report. I anticipate these meetings will occur around April or May.

Also, faculty should have received instructions to complete their FAR and Career Development form in preparation for their annual evaluation with you. You are asked to complete a Chairperson's Annual Evaluation of the Faculty (**CAEF**) based on the FAR and faculty self-assessment, and convene a conference to discuss both with the faculty member. Faculty members who have major responsibilities in Centers and Institutes should submit the FAR to the Center or Institute Director, and the Director should then coordinate completion of the evaluation with the appropriate chairperson.

To Facilitate full evaluation of every faculty member by their responsible chairperson, **Center/Institute directors are asked to provide by March 15, 2013, to the relevant chair a review of the faculty funded by your institute** to aid in the chair's global faculty evaluation.

Please be reminded to inform the dean's office of anticipated changes in faculty status, including any plans for **non-renewal of appointments**.

I am including a roster of faculty who are up for renewal of secondary appointments in your department.

Please submit the requested material to **Ms. Alicia Holloway** on or before March 29, 2013:

- Completed evaluation form (CAEF) for each faculty member
- Completed evaluation form for faculty with secondary appointments (as applicable)
- Updated CV and brief bio for each faculty member
- Copies of non-renewal letters
- Departmental Annual Report

Thank you very much.

cc: Dr. Montgomery Rice  
Ms. Alicia Holloway  
**Attachments**