



To: All Faculty

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

Re: Faculty Activity Reports (FAR) and Career Development Forms

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 more timely report of your activities. Each faculty member should complete a FAR and submit it to the department chairperson by March 1, 2013. Please adhere to the following steps in order to prepare the required documents:

1. Each **paid** faculty member (including part-time faculty) should complete a Faculty Activity Report and submit it to his/her chair 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). **An updated FAR for each faculty member should be maintained in your department's office. Members of the Neurobiology and OB/GYN departments will use Digital Measures, a software platform, to record this information.**
2. In addition to the FAR, you are also requested to complete and discuss with your chairperson the Career Development form. This is a performance coaching tool that is intended to be a collaborative effort between you and your chairperson. All faculty are expected to complete a self-assessment of your activities and meet with your chair to discuss variances with their assessment. After your accomplishments have been reviewed, you and your chair should identify and discuss areas of needed improvement. You and your chair should set goals for the coming year and identify professional development needs that will assist you in reaching those goals. The Career Development Form will be submitted to your chairperson by March 1, 2013.

3. You should also use this occasion to update your CV according to the institutional guidelines.
4. 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.

Departmental chairs are ultimately responsible for the annual evaluation of faculty members appointed to their department, which will be requested under separate cover.

Thank you in advance for your cooperation.

cc: Dr. Montgomery Rice  
Department Chairs  
Center and Institute Directors  
Ms. Alicia Holloway

## **Attachments**