

Annual Performance Review Activity Report
College of Architecture
2021
DUE: March 15, 2022

Faculty Member: _____

Date of Last Promotion/Tenure: _____

Current Rank: _____

Evaluation Period: 2021 Calendar Year

Evaluator Name, Title and Program: _____

The Annual Evaluation process is intended to support the career development of each faculty member, while at the same time, strengthen the College. All faculty are to be evaluated annually. These evaluations provide faculty members with a written record of continuing expectations and accomplishments, an ongoing critique of strengths and weaknesses, and a set of base documents that support the annual distribution of performance-based salary adjustments and other rewards. Therefore, the purpose is twofold:

- to provide each faculty member an opportunity to engage in self-assessment and goal setting relative to his/her work and career; and
- to provide an opportunity for the faculty member and an administrator to discuss his/her contributions to the work of the College and to identify possible areas of excellence and areas of continuing development as well as ways to support accomplishing that development.

Process

By March 15, each faculty member shall submit to the Program Director:

- Activity Report and CV update (with current evaluation period's activities highlighted)
- Faculty Narrative (summary of highlights related to significance, impact, teamwork and goals; including reflection and self-assessment related to career goals and plans)
- Future Goals and Objectives (short-term (one year) and long-term (3-5 years) with anticipated outcomes and impacts)
- Student Course Evaluations (including numerical summary and student comments)
- Any supporting documentation

At the end of the review process, all materials will be returned to the faculty member.

Using the Annual Performance Review Form, the Program Director will assess the performance of that faculty member based on criteria and standards appropriate to the faculty member's rank. The Program Director will meet with the faculty member to discuss the results of the evaluation and to offer suggestions for further growth. Both the Program Director and the faculty member will sign off on the evaluation, a copy of which will be placed in the faculty member's personnel file. If the faculty member and the Program Director cannot agree on the evaluation, each will write a letter to also be placed in the file.

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Faculty Summary. *A summary of the highlights related to significance, impact, teamwork and goals.*

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Apportionment: __% Teaching (T) __% Research/Creative Activity (R/CA) __% Service (S) __% Admin

Goals and Objectives for the period (2021) being evaluated

G1.	
G2.	
G3.	
G4.	
G5.	

Performance Activities for the period (2021) being evaluated *(list completed and in progress)*

2021 Goal(s)	Activity	T	R S CA	S	Evidence	Impact	Faculty Comment	Evaluator Comments *as appropriate
	<p><i>As listed in CoA Guidelines: 89-132 (T), 166-214 (R), 241-303 (S).</i></p> <p><i>List activity similar to CV entry. Include co-authors, date of completion (or in progress), venue,</i></p>				<p><i>As listed in CoA Guidelines: 62-76, 135-165 (T), 216-239(R), 305-326 (S).</i></p> <p><i>Include selection process (double blind peer reviewed, peer reviewed, editorial selected, jury reviewed, invited) and what was evaluated (abstract, paper, poster, etc.)</i></p>	<p><i>Dissemination (self, regional, national, international), acceptance rate journal impact factor, publication prestige, presentation or conference significance</i></p>	<p><i>Add additional information or comments as needed (describe work accomplished, project completion date, expected publication date, etc.)</i></p>	

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2021 Goal(s)	Activity	T	R S CA	S	Evidence	Impact	Faculty Comment	Evaluator Comments *as appropriate
	<i>funding agent, or journal.</i>							

Faculty Reflection Statement. *A reflection related to significance, impact, teamwork and goals.*

Evaluator Comments. Please provide information related to impact, areas of excellence, areas needing improvement and provide an overall rating of Below Expectations, Meets Expectations or Exceeds Expectations in each of the 3 areas below.

Evaluator Comments: Teaching

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Evaluator Comments: Research/Scholarship/Creative Activity

Evaluator Comments: Service

Faculty Future Goals and Objectives 2022

	Faculty Goals, objectives and comments	Evaluator Comments
G1:		
G2:		
G3:		
G4:		

Evaluator Summary Comments

Faculty Member Full Name

Evaluator Full Name

Faculty Member Signature

Date

Evaluator Signature

Date