**Annual Review Form for Faculty**

**Part A (Completed by Faculty Member Undergoing Evaluation)**

*Part A of the annual review form (faculty self-evaluation) is to be completed by each faculty member and submitted to and discussed with their supervisor. Once Part A is finalized, convert to a pdf document and upload with all relevant supporting documentation to the annual review portal in PeopleAdmin.*

Name of Faculty Member:

Pronouns:

Date of Hire:

Due Date of Faculty Member’s Portfolio for next Multilevel RPT Review:

Faculty Classification: (*Teaching*, *Research, Clinical or Tenure track)* (indicate one):

Rank: Date of appointment to current rank:

*(eg. Assistant, Associate, Professor,*

*as appropriate)*

Date tenured: *(if appropriate)*

Total Full-Time Equivalency (FTE; full-time regular, half-time regular, full-time visiting, half-time visiting or other (indicate one):

Supplemental UNE contract/Overload? YES/NO (indicate one): Please describe:

Annual contract length: (eg. 9 mo., 10 mo., 11 mo., 12 mo. (indicate one):

Percent Time (Effort), to total 100% (or equivalent workload quantification system):

 Teaching Time:

 Research/Scholarship Time:

 Service Time:

 Administration Time:

 Clinical:

**TEACHING**

1. What were your teaching assignments?

2. What were your teaching goals for the academic year under review (refer to last year's annual review or other discussions with your administrative supervisor)?

3. Student Evaluations: *Attach copies of the student evaluation report for each course to this document.*

4. What other activities demonstrate evidence of your teaching performance for the year under review (e.g. student advising, peer review, teaching innovations, awards, meetings, etc.)?

5. How would you rate your overall performance in the area of teaching for the year under review? (Using these categories: did not meet expectations, met expectations, exceeded expectations). Justify your response. (e.g., what are your strengths and weaknesses, what have you learned from student and peer evaluations, what improvements have you tried to incorporate into your courses, reflection on whether goals were met).

6. What are your teaching related goals for the upcoming year of review and beyond?

S**CHOLARLY ACTIVITY**

1. What were your scholarship-related goals for the year under review (refer to last year's annual review or other discussions with your administrative supervisor)?

2. What activities in the year under review demonstrate evidence of your scholarship (this may be presented in list form)? For each, indicate your level of involvement (examples: principal investigator, consultant, co-author, presenter). Include finalized work such as manuscripts published, presentations and grants funded, as well as work in progress such as grant applications, articles in preparation, etc.

* + 1. How would you rate your overall performance in the area of scholarship for the year under review? (Using these categories: did not meet expectations, met expectations, exceeded expectations). Justify your response (e.g., what are your strengths and weakness, reflection on whether goals were met).

4. What are your scholarship-related goals for the upcoming year of review and beyond?

**SERVICE**

1. What were your service goals for the year under review (refer to last year's annual review or other discussions with your administrative supervisor)?

2. What were your service activities in the year under review (this may be presented in list form)? For each, indicate your level of involvement (e.g., student advising, committee member, chair, consultant) and the frequency of activity (example: committee met quarterly), and particular achievements.

3. How would you rate your overall performance in the area of service for the year under review? (Using these categories: did not meet expectations, met expectations, exceeded expectations). Justify your response (e.g., what are your strengths and weaknesses, reflection on whether your goals were met).

4. What are your service-related goals for the upcoming year of review and beyond?

**OTHER**

1. Were you involved with any faculty development activities regarding teaching, scholarship, or service? If so, please list these here.

2. List other notable activities, awards, etc. with a brief description of each (1-3 sentences maximum).

3. Do you have any faculty development goals for the next academic year?