NAME:

DEPARTMENT:

YEAR IN REVIEW:

This annual review is a check-in on your progress towards earning extended-term status. The purpose of this annual review is as follows:

1. To provide the FPC with important information necessary for the performance review.
2. To provide term-track faculty with important feedback about their progress towards meeting the requirements for extended-term contractual status.
3. To give faculty a chance to reflect on the year and set new goals for their professional growth. As you prepare your materials for this review, please consider the following:
   - Prior Goals: Did you reach the goals you set for yourself last year?
   - Signs of excellence/success: Ways in which your work reflects or is building up to “excellence”?
   - Challenges: What stressors did you meet and how did you overcome or address them?
   - Future Goals: What do you hope to accomplish in the coming year?

In this review, the committee evaluates your work in the areas of Teaching and Service by examining:

- Previous FPC evaluation letters
- Previous + current Annual Workload Reports
- Previous + current self-evaluation(s)
- Course evaluations
- Course syllabi
- Current CV

Teaching is the primary activity of faculty members in CAS and it is expected that we all strive for excellence in this regard. Keeping in mind that it takes years to master the craft of excellent teaching, please discuss how your work towards achieving excellence in the classroom is going. To review how the university defines teaching excellence, please see “FPC Review: Overview & Guidelines” and the Faculty Handbook, chpt 4. As relevant, refer to your goals for teaching, your student learning objectives and outcomes, and the course evaluations therein. Note that the committee has reviewed your course evaluations thus you do not need to repeat “the numbers.” Rather, please discuss what you think the evaluations signify, regarding your progress towards excellence. Advising is part of our teaching workload as well, thus you are also asked to discuss your advising process.

A. Discuss your progress towards excellence, emphasizing the last year (University criteria of excellence, prior goals, successes, challenges, future goals).

[please type or paste in your response here]

B. Advising. Discuss your advising process.
Part 2. Service to the college, university, and community

Universities run, in no small part, on the service its members provide, as do professional organizations. Indeed, our communities are better places when we share our expertise with them. To achieve extended-term contractual status, it is expected that you will show meaningful support of the university community. It is desirable to see colleagues who support their local and/or professional communities as well. The purpose of this section is to list your service engagements and explain your contributions to the FPC.

C. List your service engagements for the year in review. Briefly describe your contributions and time-spent if relevant.

D. Whenever possible, it is desirable for service engagements to match with your professional skill set and interests. If you would like to serve on a particular committee, please share that here.

Appendix: Scholarship

Scholarly productivity is not a requirement for faculty with Term status (i.e., term-track or extended-term awards). However, if you should strive for promotion from Assistant to Associate Professor, you do need to engage in scholarship. To be promoted, not only do you need to demonstrate excellent teaching and service, but you also need to have one substantial scholarly product along with evidence that your scholarship will continue, post-promotion. Should you choose to strive for promotion to Associate Professor, please complete this Appendix as well, to create a record of your plans and accomplishments for both you and the FPC to refer to when the promotion opportunity arises.

At Pacific University, we recognize that scholarship takes many forms and your entire scholarly portfolio may contain alternative forms of scholarship. Please see “The FPC Review- Overview & Guidelines” and Chapter 4 in the Faculty Handbook for further discussion of how to best represent your scholarly work to the FPC.

E. Briefly explain your program of research or creative endeavors. As appropriate, note your aims, goals, and/or intended outcomes with this work. Discuss successes, and challenges if relevant, too.
F. Denote the progress of your work. What have you produced, in the last year? (Note: finished products are to be added to your open file. This section can be a list from your CV or a list of works-in-progress)

[please type or paste in your response here]

G. Rubric for Quality Assurance. Explain how the committee should evaluate the quality of your work. If your work fits “the Discovery Model” then peer-review or its equivalent is the typical quality assurance. If your work falls into an alternative “Boyer category” please provide the FPC with a rubric for how to evaluate the works quality, reach, and/or impact. For advice on how to do this, please review The FPC Review- Overview & Guidelines”, meet with the current FPC Chair, or discuss with your department chair.

[please type or paste in your response here]

Signature                                                  Date

My faculty mentor, assigned to me by the Faculty Development Committee (FDC)