CHHS Faculty Annual Review (FAR) Form

**REVIEW PERIOD: January 1, 2024 - December 31, 2024**

**This form should be completed and submitted via email with an updated copy of your CV by February 1, 2025.**

Files should be named as [LastName\_FirstName] CY2024 [form name] with separate email attachments for the FAR form and the CV (e.g., Effective\_Colleague CY2024 FAR).

**PART I. TEACHING**

1. **List the mean scores from the first four questions, where indicated below, from your standardized web-based student ratings for each course you taught each semester. Unit means are available from your rating results, which include both ratings for your course(s) and the means for your academic unit.**

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| **Semester (e.g., F23)** | **Course Number (e.g., HAHS 1101-001)** | **Course Name** | **Delivery Modality1** | **Enrollment** | **Student Ratings (Mean Scores from 4 Items)** | | | | | | | | **Name of Peer Observer**  **(if applicable)** |
| **Learned a Lot** | | **Effective** | | **Expression** | | **Increased Knowledge** | |
| **Me** | **Unit** | **Me** | **Unit** | **Me** | **Unit** | **Me** | **Unit** |  |
| *S24* | *HAHS 1101-001* | *Prospect for Success* | *F2F* | *24* | *x.xx* | *x.xx* | *x.xx* | *x.xx* | *x.xx* | *x.xx* | *x.xx* | *x.xx* | *FirstName LastName* |
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**1Indicate whether the course’s delivery modality was: (a) face to face [F2F}; (b) online [O]; or (c) hybrid [H].**

**B. Individualized Instruction: List and identify work of students that you have worked with on a formal independent study (include course number), including undergraduate/graduate projects, theses, and dissertations.**

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| --- | --- | --- | --- | --- | --- |
| **Student Name** | **Degree** | **Faculty Role** | **Type of Instruction** | **Project Title/Topic** | **Completion Date/Status** |
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**C. Formal Academic Advising:** Identify students you have advised and provide a general description of your advising interactions (e.g. – conducted 2 group advising sessions with 10 students each or conducted 15 individual advising sessions with additional email contact, etc.).

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| **Semester** | **Level** | **Number of Students** | **Description** |
| *S24* | *BSW* | *10* | *Individual meetings with each student (1/student)* |
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**D. Practicum/Clinical Supervision.** These entries are only for supervision of students who do not have a field instructor (such as sometimes occurs in Social Work). If you are the Instructor of Record for a Clinical, Internship or Field course, the information should be listed in Part A.

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| **Semester** | **Level** | **Number of Students** | **Description** |
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**E.** **Other accomplishments (e.g., awards) or comments related to teaching not mentioned above**: Attach peer evaluations to this review. **It is your option** to summarize below other accomplishments or activities not covered elsewhere on this form including but not limited to teaching-related contributions to Unit and/or College priorities related to diversity, equity and inclusion; contextualizing your student reported scores; discussing future proposed plans for teaching; or otherwise documenting teaching performance. Be prepared to discuss with your Unit Head your teaching performance, including self-assessment as related to last year’s teaching goals.

**Other Accomplishments/Discussion Items:**

**PART II. SERVICE**

**A. Unit, College or University Service & Leadership Activities**: Identify below your activities during the reporting period.

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| --- | --- | --- | --- | --- |
| **Dates**  **(MM/YY-MM/YY)** | **Level**  **(Unit, College, University, Community, Profession)** | **Name of Organization, Committee, Taskforce, Working Group, etc.** | **Role** | **Contributions/Outcomes** |
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**B. Administration:** List and describe below your assigned administrative responsibilities and major accomplishments during the reporting period. This listing may be in the form of bulleted items or a narrative (your option).

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| **Administrative Title** | **Responsibilities** | **Accomplishments** |
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**C. Other accomplishments or comments related to service not mentioned:** It is your option to summarize below other accomplishments (e.g., awards) or activities not covered elsewhere on this form including but not limited to service-related contributions to Unit and/or College priorities related to diversity, equity and inclusion. Be prepared to discuss with your Unit Head your overall service performance, including self-assessment as related to last year’s service goals.

**Other Accomplishments/Discussion Items:**

**PART III.   RESEARCH/SCHOLARSHIP**

**A. Publications:** List publications, following preferred citation format for the Unit (e.g. APA). Include publications accepted or in press publications and manuscripts in preparation, and designate them as such. Please underline the names of any student co-authors. If your employment at UNC Charlotte included a partial year, list only publications during your period of employment at UNC Charlotte.

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| **Review Period** | **Type of Publication**  **(peer-reviewed article, book, chapter, non-peer-reviewed article, manuscript in progress)** | **Citation** | **Journal Impact Factor (if applicable)**  **(may include notes re: journal quality)** |
| Jan. 1, 2024-Dec. 31, 2024 |  |  |  |
| Jan 1, 2023 – Dec. 31, 2023 |  |  |  |
| Jan 1, 2022 – Dec. 31, 2022 |  |  |  |

**B. Research Presentations:** List presentations, following preferred citation format for the Unit (e.g. APA). Include presentations accepted but not yet delivered, and designate them as such. Please underline the names of any student co-authors/co-presenters. If your employment at UNC Charlotte included a partial year, list only presentations during your period of employment at UNC Charlotte.

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| **Type of Presentation**  **(submitted, invited)** | **Citation** |
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**C. External Funding Attempts.** List external funding attempts submitted, reviewed or awarded during the review period and their status.

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| **Title** | **Role**  **(e.g., PI, Co-I, Consultant)** | **Funding Source** | **Total Budget/Award** | **Your Portion Budget/Award** | **Start Date** | **End Date** | **Status**  **(submitted; funded, not funded)** |
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**D. Internal Funding Attempts.** List internal funding attempts submitted, reviewed or awarded during the review period and their status.

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| **Title** | **Role**  **(e.g., PI, Co-I, Consultant)** | **Funding Source** | **Total Budget/Award** | **Your Portion Budget/Award** | **Start Date** | **End Date** | **Status**  **(submitted; funded, not funded)** |
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**E. Additional Recognition of Research and Scholarship (If applicable)**

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| **Year** | **Award** | **Sponsor** |
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**F.** **Other accomplishments or comments related to research not mentioned above:** It is your option to summarize below other accomplishments or activities not covered elsewhere on this form including but not limited to research-related contributions to Unit and/or College priorities related to diversity, equity and inclusion; progress in your research plan; future proposed plans for research; or other documentation of research performance**.** Be prepared to discuss with your Unit Chair, School Director or Dean your research performance, including self-assessment as related to last year’s research goals.

**Other Accomplishments/Discussion Items:**

**PART IV. PROFESSIONAL DEVELOPMENT**

1. **Professional Development Activities.** Identify below workshops, conferences, professional training, and other activities supporting your professional development. Indicate if activity is supporting teaching, service, research, and/or administration (more than one designation may apply to activities). Please be sure to include any professional development activities related to online teaching.

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| --- | --- | --- | --- |
| **Dates** | **Area of Development**  **(e.g., teaching, research, leadership)** | **Activity**  **(include title, dates, duration, sponsor, location)** | **Relationship to Future Work**  **(how it will support teaching, service, research, and/or administration)** |
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Be prepared to discuss with your Unit Head your professional development activity, including self-assessment as related to last year’s professional development goals.

**Other Accomplishments/Discussion Items:**

**PART V. NEXT ACADEMIC YEAR GOALS**

**PLANS FOR NEXT YEAR**. List your teaching, service, research/scholarship (if applicable), and administrative (if applicable) goals for next academic year (be very specific and give an action plan and target date to accomplish each goal). Goals should not restate unit goals (e.g. publish at least two peer reviewed articles) but instead provide specific detail of intended outcome (e.g. publish peer reviewed article in XXXXXX titled YYYYYYYYY.) Total percent effort across all four areas must equal 100%. Be prepared to discuss these goals in your annual review discussion with your Unit Head.

1. **List your Teaching goals (and your projected percent effort in Teaching:\_\_\_\_\_%)**

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| --- | --- | --- |
| **Goal** | **Action Plan** | **Target Date** |
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1. **List your Service goals (and your projected percent effort in Service: \_\_\_\_\_%)**

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| **Goal** | **Action Plan** | **Target Date** |
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1. **List your Research/Scholarship goals (and your projected percent effort in Research/Scholarship:\_\_\_\_\_%)**

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| **Goal** | **Action Plan** | **Target Date** |
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