Annual Faculty Activity Report to be by June 1.

During the 2018-19 Academic Year, the faculty voted to introduce an Annual Faculty Activity Report to be completed by all full-time faculty each year no later than June 1. The digital form can be accessed here: https://studentedocs.albright.edu.

Sign in using your Albright credentials; select the ‘AFAR’ option for the designated year from the ‘Submit New’ dropdown; and click the ‘Go’ button to be taken to the form for completion. When you submit your completed form, a non-editable copy will be sent automatically to you, your program or department chair, and the Provost’s Office.

The AFAR will be used to capture information for one academic year. The AFAR’s usefulness is described below:

- The AFAR provides a standard format for faculty to succinctly report their annual work-related activities relevant to teaching; professional output, including scholarly and creative work; and college and community service.
- The AFARs will become a permanent part of each faculty member’s personnel files.
- The AFAR will be a resource for department chairs relevant to preparing annual department reports, compiling faculty bibliographies, etc., and providing prompts for annual conversations with department colleagues.
- AFARs will be a resource for the Provost’s Office relevant to compiling information for such things as accreditation reports, reports to the Board of Trustees, biographical sketches, among other reports that are needed for press releases, grant proposals, award nominations, etc.
- In the years a faculty member is undergoing a review process (by the department or the ACRT), by including annual AFARs in the portfolio, readers will be provided with a consistent at-a-glance summary of a faculty member’s activity since the last review. Collectively, the AFARs will also provide a helpful prompt for self-reflection and self-evaluation by faculty, which is a critical part of the review process.

The AFAR is designed to be completed on-line through a digital form that is prepopulated with specific information about your courses and, for traditional faculty, your advisees for the current academic year. If you perceive inaccuracies in the data represented on your AFAR, please bring that to our attention by emailing provost@albright.edu and profcouncil@albright.edu. In the AFAR, sections 3 and 4 are required, while section 5 is optional.

In designing one AFAR form for all full-time faculty, we are aware that expectations for new faculty and SPS faculty may vary slightly. We acknowledged at April 2018 faculty meeting that we may find additional ways to strengthen this form based on usage of and feedback from faculty. Please share your experience with us. The Professional Council, in consultation with the Provost’s Office, will keep the faculty informed about usage and feedback. Any substantive changes to be made to this form in the future will be brought to the faculty for review.

We welcome your questions and feedback.

Mary McGee, Provost, and Abby McGovern, Chair, Professional Council
May 1, 2018