

## ALBRIGHT COLLEGE | ANNUAL FACULTY ANNUAL REPORT (AFAR)

**Note: This is a pdf version of the online form that all full-time faculty are required to complete by June 11 (normally by May 31). Some faculty find it useful to use this to prepare their submissions to the online form. The online form is available here; select**

**AFAR 2021:** <https://studentedocs.albright.edu>.

– Karen Campbell, Provost and Senior Vice President; Abby McGovern, Professional Council Chair April 8, 2021

### **Purpose:**

- 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 part of each faculty member's personnel files.
- 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 needed for press releases or grant proposals, award nominations, etc.
- For reviews by 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. AFARs will also provide a helpful prompt for self-reflection and self-evaluation by faculty, which is a critical part of the review process.

### **Completion of AFAR**

- The AFAR will be digital, to be completed electronically by all full-time faculty annually. Completed reports will go simultaneously to the department chair(s) and the provost's office.
- AFARs should be completed no later than June 11 (normally by May 31).

### **Section I: Biographical Information**

*[Faculty Members Name, Department, Rank, and Year of Report we expect will be automatically populated by the system. If we are not yet there yet, electronically, faculty members will be asked to add the information in.]*

### **Section II: Teaching and Academic Advising**

*[We anticipate the electronic design will allow for the following information to be automatically generated for each faculty member. If it does not, faculty will be asked to enter this information. Even if we can get it to prepopulate, we need to make sure there is an opportunity for a faculty member to correct, delete, or add information in this section.]*

Basic data:

Course Number	Semester	Beginning enrollment	Final enrollment


Include additional courses as an attachment if necessary.

Number of Advisees: *(this can be generated from our central data warehouse)*

Number of Independent Study Projects and internships: \_\_\_\_\_

**III. Scholarly, Creative, and Professional Work**

List your scholarly, creative, and professional work, outputs, and accomplishments during the last year. Indicate each item that involved student collaboration.

Activity	Student Collaboration

**IV. Service to the Department, College, and the Community**

Briefly highlight your contributions this past year to your department and the college; also report any community or professional service you engaged with that connects to your work at Albright. Include leadership roles as well as initiatives you pursued (and their outcomes, if relevant).

Activity

**V. Additional Information (optional)**

If pertinent information relevant to your role as a faculty member this past year did not get captured in the above categories (e.g., internship or senior thesis supervision), please use this section to provide observations that you think should be included in your annual activity report.