

### 3.04.02.05 INDIVIDUAL FACULTY REPORT (Format Form: Academic Affairs Handbook)

NAME \_\_\_\_\_ DATE \_\_\_\_\_

#### INDIVIDUAL FACULTY REPORT FOR THE ACADEMIC YEAR \_\_\_\_\_

The information contained herein will be used, along with other relevant information by the department chairperson, dean, and Vice President/Dean of Faculties to evaluate the faculty member's performance for purposes of salary, retention, tenure and pr

#### **Part One: Summary of Activities**

Present this summary in the format outlined below. Use this heading as in the brackets above as the first page of the Individual Faculty Report. If there has been no activity in the particular category, state the category anyway indicating no such activity.

#### I. Teaching Responsibilities

- a. Regular courses taught: prefix, number, title
- b. Independent studies, theses, internships directed: prefix, number, title, and enrollment
- c. Other teaching responsibilities
- d. \_\_\_\_\_

#### II. Academic Achievement

- a. Publications
- b. Presentations at professional meetings
- c. Work in circulation or in progress
- d. Grants received or applied for
- e. \_\_\_\_\_

#### III. Service to Institution, profession, and/or community

- a. Committee memberships and offices held
- b. Programs directed and advised
- c. Advising load
- d. Participation in special programs or projects
- e. Other services to the institution
- f. Membership and participation in professional organizations
- g. Consulting work
- h. Provide continuing education service, instruction, and/or program development for department, school, college, or university
- i. Other professional services
- j. Membership and participation in community organizations
- k. Other significant services to the community
- l. \_\_\_\_\_

#### IV. Professional Growth & Development

- a. Additional education (e.g., new earned degrees, certifications, continuing education, etc.)
- b. Leadership positions in professional organizations
- c. Attendance at conferences, forums, etc.
- d. \_\_\_\_\_

#### V. Other Activities (optional)

**3.04.02.05 INDIVIDUAL FACULTY REPORT (Toolkit for Academic Administrators)**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

INDIVIDUAL FACULTY REPORT  
FOR THE ACADEMIC YEAR \_\_\_\_\_

(SEE INSTRUCTIONS BELOW FOR FORMAT)

Instructions for use

The information contained herein will be used, along with other relevant information by the department chairperson, dean, and Vice President/Dean of Faculties to evaluate the faculty member's performance for purposes of salary, retention, tenure and promotion.

**Part One: Summary of Activities**

Present this summary in the format outlined below. Use this heading as in the brackets above as the first page of the Individual Faculty Report. If there has been no activity in the particular category, state the category anyway indicating no such activity.

- I. Teaching Responsibilities
  - a. Regular courses taught: prefix, number, title
  - b. Independent studies, theses, internships directed: prefix, number, title, and enrollment
  - c. Other teaching responsibilities
  
- II. Academic Achievement/Professional Development
  - a. Publications (editing, citations)
  - b. Presentations at professional meetings
  - c. Current work in circulation or in progress
  - d. Grants received or applied for
  - e. Membership and participation in professional organizations
  - f. Other professional service of development activities
  
- III. Service to Institution
  - a. Committee memberships and offices
  - b. Programs directed and advised
  - c. Advising Load
  - d. Participation in special programs or projects
  - e. Other service in the institution
  
- IV. Public Service
  - a. Consulting work
  - b. Provide continuing education service, instruction, or program development for department, school, college, or university
  - c. Membership and participation in community organizations
  - d. Other significant services to the community
  
- V. Other Activities (optional)

### 803.06 CRITERIA FOR PROMOTION

Each University System institution shall establish clearly stated promotion criteria and procedures that emphasize excellence in teaching for all teaching faculty. These policies will be submitted to the University System Chief Academic Officer for review.

Minimum for all three types of institutions in all professorial ranks:

- Superior teaching.
- Outstanding professional service to the institution, and/or the community.
- Outstanding research, scholarship, creative activity or academic achievement.
- Professional growth and development (BR Minutes, October 2008).

### 803.07 TENURE AND CRITERIA FOR TENURE

Each institution in the University System, with the exception of Georgia Gwinnett College, shall establish clearly stated tenure criteria and procedures that emphasize excellence in teaching for all teaching faculty (BR Minutes, October 2008). Such policies shall conform to the requirements listed below and shall be reviewed and approved by the University System chief academic officer (BR Minutes, August 2007). The requirements listed below shall be the minimum standard for award of tenure, but they are to be sufficiently flexible to permit an institution to make individual adjustments to its own peculiar problems or circumstances. These policies are to be considered a statement of general requirements which are capable of application throughout the System and are not a limitation upon any additional standards and requirements which a particular institution may wish to adopt for its own improvement.

Such additional standards and requirements, which must be consistent with the Regents' policies and approved by the Board of Regents, shall be incorporated into the statutes of an institution.

#### Criteria for Tenure (BR Minutes, August 2007)

Minimum for all three types of institutions in all professorial ranks:

- Superior teaching; Demonstrating excellence in instruction
- Academic achievement, as appropriate to the mission
- Outstanding service to the institution, profession, or community
- Professional growth and development

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NAME \_\_\_\_\_ DATE \_\_\_\_\_

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(SEE INSTRUCTIONS BELOW FOR FORMAT)

#### Instructions for use

The information contained herein will be used, along with other relevant information by the department chairperson, dean, and Vice President/Dean of Faculties to evaluate the faculty member's performance for purposes of salary, retention, tenure and promotion.

#### **Part One: Summary of Activities**

Present this summary in the format outlined below. Use this heading as in the brackets above as the first page of the Individual Faculty Report. If there has been no activity in the particular category, state the category anyway indicating no such activity. Per BOR directives, faculty international efforts and work with P-12 schools should be documented as appropriate under the headings below.

- I. Teaching Responsibilities
  - a. Regular courses taught: prefix, number, title
  - b. Independent studies, theses, internships directed: prefix, number, title, and enrollment
  - c. Efforts to Internationalize Teaching
  - d. Other teaching responsibilities
  
- II. Academic Achievement/Professional Development
  - a. Publications (editing, citations)
  - b. Presentations at professional meetings
  - c. Current work in circulation or in progress
  - d. Grants received or applied for
  - e. Membership and participation in professional organizations
  - f. International Academic Achievement/Professional Development
  - g. Other professional service or development activities
  
- III. Service to Institution
  - a. Committee memberships and offices
  - b. Programs directed and advised
  - c. Advising Load
  - d. Participation in special programs or projects
  - e. Service to Internationalize Georgia College
  - f. Other service in the institution
  
- IV. Public Service
  - a. Consulting work
  - b. Provide continuing education service, instruction, or program development for department, school, college, or university
  - c. Membership and participation in community organizations
  - d. International-related Public Service
  - e. Other significant services to the community
  
- V. Other Activities (optional)