



UNIVERSITY OF MASSACHUSETTS
AMHERST

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August 29, 2009

To: Deans, Directors, Department Heads and Chairs, and Faculty Members

From: James V. Staros, Provost & Senior Vice Chancellor for Academic Affairs

Subject: Annual Faculty Report

Each year at this time members of the faculty are asked to complete the Annual Faculty Report (AFR), which chronicles faculty accomplishments and contributions across the full range of teaching, research and scholarship, service and outreach activities. The AFR provides the official record on which many faculty personnel decisions are based, and it is vital to faculty development, both as an opportunity for self-reflection and as a basis for discussion among departmental and other colleagues. It also represents a unique opportunity to inform the society that we serve of our accomplishments, so it is in our interest to be sure that what we do is fully and fairly reported.

Every person, full or part-time, holding the rank of Lecturer, Instructor, Assistant Professor, Associate Professor, Professor, Head or Chair, or Dean should fill out these forms. Teaching Associates and Assistants are not required to fill out the forms. The department head or chair, and dean, are not required to include evaluation comments for those in their first year of service, unless an unusual personnel recommendation is anticipated. As a continuation of past practice that I fully endorse, attention should be focused on the need for equitable treatment of minority and women faculty in all evaluation processes.

The administrators of such programs as the residential academic programs, Honors, advising offices, Faculty Senate, BDIC, International Programs, etc., should provide to the relevant department heads, on request, evaluations of the contributions of any faculty members who have worked with them.

Please observe the following schedule in completing the AFR:

September 1 AFR website for 2008-2009 is activated (see below).

- October 16 Faculty member completes Sections II-V and returns form to department head or chair. If applicable, alternative department or program chair completes Section VI.
- November 6 Department personnel committee and department head or chair complete Sections VII and VIII and department head or chair returns form to faculty member.
- November 20 Faculty member completes Section IX, retains one photocopy and returns original to department head or chair.
- December 7 Department head or chair retains one photocopy and forwards original to dean.
- December 31 Dean retains one photocopy and forwards original to Provost. If the dean has made any comments in Section IX, the dean sends a copy of the final page of the form to the faculty member and to the department head or chair.

I encourage use of the web-based system for completing the AFR. It may be found at www.umass.edu/provost/admin/personnel/afr.html. From there you may log on using your OIT user name and password.

- Where possible, information already stored in UMass databases will appear automatically in the appropriate places. At this time, this includes appointment and other personnel data in Section I, and courses taught as posted on SPIRE.
- Faculty members who used the web-based system for the 2008 AFR will find information carried over to this year's form.
- Faculty members may work on the AFR at any time, and as many times as they wish. Information entered will be stored and may be edited as often as desired. Drafts may be printed at any time.
- When completed, a final copy of the form may be printed for submission.
- Any questions or problems logging in to the system should be sent to afr-help@cs.umass.edu
- The AFR can also be downloaded in several popular word-processing formats: (Microsoft Word for Windows and for the Macintosh, and WordPerfect for Windows). The previous year's disk or file can be used by changing the dates on page one to read September 1, 2008 to August 31, 2009. If assistance is required, please contact Noreen LeMieux, nlemieux@admin.umass.edu, (5-2564).

If you have general questions about the AFR, please contact Donna Marino, Director of Academic Personnel, at 5-2554. Thank you for your cooperation.