September 9, 2014

To: Deans, Directors, Department Heads and Chairs, and Faculty Members
From: Katherine Newman, Provost and Senior Vice Chancellor for Academic Affairs
Subject: Annual Faculty Report & Evaluation

Each year at this time members of the faculty complete the Annual Faculty Report and Evaluation of Professional Activities form (AFR), which chronicles faculty accomplishments and contributions across the full range of teaching; research, scholarly, creative, and professional activities; and service and outreach activities. The AFR provides the official record on which many faculty personnel decisions (such as merit pay) 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 useful opportunity to inform the society we serve of our accomplishments, so it is in our interest to be sure that what we do is fully and fairly reported.

Faculty required to complete the AFR

The Collective Bargaining Agreement (CBA) between the University of Massachusetts and the Massachusetts Society of Professors (the faculty union) requires completion of the form by every person who holds a faculty title (such as Lecturer, Senior Lecturer, Instructor, Assistant Professor, Associate Professor, and Professor—including those titles with qualifiers such as Clinical, Extension, and Research). Administrators who also hold faculty appointments (typically heads/chairs, associate deans, and deans) must also complete the AFR. Graduate students who teach (Teaching Associates and Teaching Assistants) do not participate in this process.

Peer and administrator evaluations of faculty activity

The CBA also requires that departmental personnel committees and academic administrators (typically department heads/chairs and deans) use the AFR to evaluate faculty activity. These evaluations must address the duties and responsibilities of the faculty member and should not comment on faculty activities that fall outside the three broad areas of faculty responsibility (teaching, service, and research/scholarship/creative activity). DPCs and heads/chairs, in particular, have a responsibility to evaluate faculty fairly and candidly, citing both accomplishments and areas needing improvement.

The department head/chair and dean are not required to evaluate faculty in their first year of service unless an unusual personnel recommendation is anticipated.
The administrators of the residential academic programs, Commonwealth Honors College, advising offices, Faculty Senate, BDIC, International Programs, and other such programs and offices should provide to the relevant department heads, on request, evaluations of the contributions of any faculty members who have worked with them.

**Online AFR now required**

**Beginning this year, the use of the online system for submitting the AFR is required.** AFR’s submitted any other way will no longer be accepted because, in the interests of efficiency, we really must use one single mode of administration. In addition to automatically populating Section 1 (General) and much of Section 2 (Teaching Activity), the online form can now download some entries for Section 3 (Research, Creativity, Professional Activity), such as grants and contracts from the OGCA database. Faculty using the automatic downloads will be able to edit, add to, and/or exclude any entry.

The online AFR also offers these features:

- Faculty members who used the online system last year 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.
- Once you complete the online AFR, you must forward it as an e-mail attachment to the departmental personnel committee. Please do not submit a paper copy.
- You can now add to your AFR throughout the year and save your information in a secure repository, making next year’s AFR easier to complete.

In the coming months, the online AFR will become part of a full digital workflow, including form completion, submission, review, and feedback.

To log on, go to [https://umacesdweb3.campus.ads.umass.edu/afr/auth/login](https://umacesdweb3.campus.ads.umass.edu/afr/auth/login) and use your OIT NetID and password.

If you have problems logging in to or using the online system, e-mail afr-help@cs.umass.edu.

**Timeline for completing and submitting the AFR**

Please observe the following schedule in completing the AFR; note that the process has spread out, making most deadlines later than in recent years.

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>October 20</td>
<td>The faculty member submits the completed AFR (Sections 2 through 5) as an e-mail attachment to the department head/chair. If applicable, an alternative department or program chair completes Section 6.</td>
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<tr>
<td>December 16</td>
<td>The department personnel committee and department head/chair returns completed AFR (Sections 7 &amp; 8) by e-mail to the faculty member.</td>
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<tr>
<td>January 21</td>
<td>The faculty member completes Section 9 of AFR and returns the form by e-mail to the department head/chair.</td>
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February 1  The department head/chair forwards the completed AFR by e-mail to the dean.

March 8  The dean adds comments and forwards the completed AFR by e-mail to the Provost’s Office (Academic.Personnel@umass.edu) with a copy to the faculty member and to the appropriate department head/chair.

If you have general questions about the AFR, please contact John Bryan, Associate Provost of Academic Personnel (Academic.Personnel@umass.edu).

Thank you for participating in this process, which documents the many accomplishments of our faculty.

c:  College Personnel Officers
    J. Bryan
    A. Williams