

**To:** Mathematics Department TT Faculty  
**From:** Esther Billings  
**Re:** Instructions for 2021 Annual Evaluation – including submission of Faculty Activity Report (FAR)  
**Date:** December 21, 2021  
[link to this memo](#)



The purpose of this memo is to provide details about information to include for submission for our annual evaluation (merit review) which includes submission of your 2021 Faculty Activity Report (FAR), CV, and optional supplementary materials. Email your FAR, CV, and any supplementary materials as separate PDF file attachments to Ana ([vanbraga@gvsu.edu](mailto:vanbraga@gvsu.edu)) **by 5PM on Friday, January 14**. (If you submit materials prior to January 5, email to Jan.)

**Creating the FAR (Faculty Activity Report) form:** Access the FAR form on Digital Measures (renamed watermark:faculty success) [here](#): Log in using your GVSU credential. Add in relevant activities related to 2021 and include any notable accomplishments from 2020. When you fill in teaching (for full year), be sure to also note workload credit for math ed courses since it is different from published credits. Scroll to the bottom of the main page, click Reflections, and click Add New to create a 2021 FAR entry. Add “reflections” for each section of the FAR. From the main menu page, select the button “rapid reports” located on the top right and then choose Faculty Activity Report - University to generate the report.

#### **Overview of Process:**

- **Documents to Refer To:** In our 11/8/21 TT department meeting, we voted to waive the right of peer review. As a result, we will use our [Procedures for Annual Evaluation of Regular Faculty \(v1.3\)](#) to guide our process. Please read through this document to familiarize yourself with the merit review process and what is required. Criteria for annual merit evaluation can be found in Section IV the [Evaluation Standards and Criteria for Personnel and Annual Review \(v3\)](#) (starting at bottom of p.7). The Merit Review Committee (MRC) (Feryal, Hope, Jon, Matt and Esther) will review your materials as outlined in our [procedures](#) document.
- **Submit 2021 Faculty Activity Report (FAR), focusing on Fall 2021:** “The Faculty Activity Report for 2021 will include teaching, scholarship, and service from Fall 2021, and extending previous decisions, may include any notable accomplishments from 2020 and Winter 2021. There will be no penalty if there are no notable accomplishments listed [from 2020 or Winter 2021]. The 2021 FAR will be used for annual evaluation procedures ([SG 3.07](#)) in Winter 2022.” from [University Temporary Policies](#)

*Here are a few highlighted points from our [procedures](#) to keep in mind as you create your FAR and any supplementary material*

- As you reflect on teaching, be sure to include a response to significant patterns of concern raised in student evaluations and provide context from which to interpret those student concerns. Focus your analysis and reflection on LIFT reports from F21 (and sp/su 2021) though you are free to also include notable highlights from W21 or 2020. ([III.9a](#))

- Report of results of reassigned time (as relevant) ([III.9d](#)) and discuss progress made on any recommendations specified in your written performance summary from the previous two years, if applicable ([III.9e](#))
- Report significant focus (SF) progress or results from F21. Include a description of how SF time was used, including the number of credit hours for each category used and outcomes ([III.9c](#)). If your FAP (F21) plans were modified, note changes (and describe how you utilized your SF).
- Scholarship and service will also be analyzed based on F21 but include any notable accomplishments from W21 or 2020 (since we suspended annual evaluation in 2020).
- See university temporary [policies](#) for more information. You will not be penalized if you don't have notable contributions in 2020 or W21
- **Submit any relevant supplementary material.**
  - For more information about optional supplementary materials, see [III.7](#).
  - Be sure to elaborate on any activities/times spent on activities the MRC might be unfamiliar with, either by providing detail on the FAR or explaining via supplementary material.
  - **Exemplary:** As per [Procedures, III.9e](#), faculty members are responsible for making the case for an exemplary rating by explaining what accomplishment satisfies the criteria for an exemplary rating see [Evaluation doc, IV.A-F](#) (you may do this in writing as part of the supplementary material or sign up for a calibrating conversation with members of the MRC). See [link](#) for sample rationale; please use the numbering system [in this document](#) to indicate clearly which criteria you believe you have met. For example, if you got a teaching award, write "T.1: I received a teaching award."
  - A note about interpretation of "exemplary" through publication: a publication does not automatically mean an exemplary rating. Remember, if you are getting significant focus in scholarship, it is expected you will be disseminating your work and will have at least one product from the Advancement of Knowledge category for every accumulated 18 significant credits. However, a publication could be considered exemplary when you publish a journal article/books with a competitive journal/publisher. For example, journals with low acceptance rates such as *The American Mathematical Monthly* or *The Journal of Research in Mathematics Education*. Or, you could make the case if you had multiple publications.
  - **You also have the opportunity to sign up for a calibrating conversation with members of the Merit Review Committee (MRC).** Esther Billings, Hope Gerson, and Jon Hasenbank will facilitate these conversations, and at least one other member of the MRC will be present for each conversation. More information on calibrating conversations is given in [IV.4](#) ( top of page 3). If interested, sign up for a calibrating conversation no later than January 14, 5pm by [completing this short survey](#). You will get a response assigning you a particular date and time. If you have any questions about calibrating conversations, please contact Jon or Esther.
- **Submit a current CV.** Your CV should include work from at least the last 5 years (as relevant)

Finally, when you submit your FAR, CV, and supplementary materials, please also indicate in your email whether or not you plan to sign up for a calibrating conversation. This will expedite the process of scheduling reviews. Thank you again, and please let me know if you have any questions.