



Affiliate Faculty Instructions for Preparing for Annual Review (v3) (updated November 2022)

The academic year that you prepare your portfolio for contract renewal, you only have to submit Section IA, II and III of the FWR which lists teaching/activities. Your portfolio acts as section B of the FWR and is used for your annual evaluation.

Any year that you are not evaluated for contract renewal, you must submit complete FWR materials for annual review. You have two options for providing materials for the annual review.

Due Date: The Affiliate FWR is due at noon the Friday before spring break. If doing option 1, submit your FWR as a PDF attachment via email to our Academic Department Coordinator (Ana VanBragt) and copy the Unit Head. If doing option 2, the Unit Head will have a sign-up sheet available, and you must be signed up by the Friday before spring break (noon).

Option 1: Fill out departmental Affiliate Annual Faculty Workload Report (Affiliate FWR) template which you can find on the [math policies website](#) under the “Affiliate Faculty Policies and Memos” section.

Directions for filling out the Affiliate FWR.

1. Fill in the calendar year at top of form and give all relevant information for that calendar year. For example for 2022, you would report information from that calendar year (not the academic year) which includes Winter 2022, Spring/Summer 2022 (if applicable) and Fall 2022
2. Complete the form for each area (teaching and professional development required, and service, as relevant).
3. As part of your reflection on teaching:
 - a. Identify ways you have demonstrated effective or excellent teaching. Use the teaching criteria in the document [Evaluation Standards and Criteria for Affiliate Contract Renewal & Annual Review \(v2\)\(Section IV, Appendix\)](#) to frame your discussion. Feel free to quote criteria directly.
 - b. Describe aspects of your teaching over the past year that you believe have been most successful in promoting student understanding and engagement (if not addressed in 3a).
 - c. Analyze/reflect over student LIFT feedback, noting any themes and areas of strength or improvement.
 - d. Reflect about ways you have continued to grow as a teacher this past year (if not already addressed in 3a-c).
4. Affiliate faculty members are responsible for making the case for an exemplary rating by explaining what accomplishment satisfies the criteria for an exemplary rating (from Section III of the [Evaluation Standards and Criteria for Affiliate Contract Renewal & Annual Review \(v2\)](#) document).

Option 2: Sign up for a formal conversation with the Unit Head and representatives of the Merit Review Committee to present your case on how you've met criteria in each area of evaluation and address written prompts orally rather than in writing and answer any questions.

Directions for preparing for and participating in the Merit Review Conversation.

1. Fill out section I.A and I.B.1 on the [Affiliate FWR template \(found on math policies website\)](#) and list your professional development activities (Section II) and service activities (Sections III) as relevant.
2. Be ready to discuss the following as you reflect on your teaching:
 - a. Identify ways you have demonstrated effective or excellent teaching. Use the teaching criteria in the document [Evaluation Standards and Criteria for Affiliate Contract Renewal & Annual Review \(v2\) Section IV, Appendix](#) to frame your discussion. Feel free to quote criteria directly.
 - b. Describe aspects of your teaching over the past year that you believe have been most successful in promoting student understanding and engagement (if not addressed in 2a).
 - c. Analyze/reflect over student LIFT feedback noting any themes and areas of strength or improvement.
 - d. Reflect about ways you have continued to grow as a teacher this past year (if not already addressed in 2a-c).
3. Instead of preparing a written document, jot down notes and collect artifacts as needed to answer the questions and make the case for how you meet or exceed expectations. 4. Be prepared to discuss the impact/nature of your professional development activities and service work.