

Faculty Supplementary Data Report

Each member of the faculty makes an annual report which supplements the cumulative record in personnel file and provides information used in making recommendations for salary increases, promotion, tenure, post-tenure review, sabbatical leaves, and other personnel decisions. A copy of the report is to be submitted to the Division Chair or Supervisor at least ten days prior to the annual performance evaluation unless otherwise arranged. The report is included in the faculty member's personnel file as an addendum to the annual Faculty Evaluation.

As supplements to the Annual Evaluation, these reports include, but are not limited to, the following:

1. List of courses instructed
2. List of any specific program responsibilities
 - a. Assessment
 - b. Program Review
 - c. New program initiative
 - d. Program Redevelopment/Revisions
 - e. Other
3. List of additional duties and assignments included through reassigned time
4. List of responsibilities completed within service to the University and Community
5. Scholarly work, such as:
 - a. Attainment of additional credentials or qualifications
 - b. Research related accomplishments (individual or cooperative)
 - c. Publications (including Open Educational Resources)
 - d. Honors or recognitions
 - e. Other
6. Identification of any other items including, in particular, goals or other activities established through the annual review and/or annual goal setting processes.

The template for this report is available through Academic Affairs. .

Reviewed: Fall, 2008

Revised: Summer, 2015; February, 2025

Sponsor: Vice President for Academic Affairs