

Faculty Performance Agreement (FPA) Components

Situational Context

- Description of the Faculty's Member's Primary Roles and Responsibilities in the Department
- Description of the Relative Emphasis of the Faculty Member's Work in the Four Performance Areas
- Brief Description of How the Faculty Member's Activities Advance the Mission of the Department, College, & University
- Brief Description of the Short-Term Goals for the Faculty Member

Expected Scholarly Activities and Scholarship in the Performance Areas of Emphasis for the Faculty Member for the _____ Year (some scholarly work or scholarly product may apply to more than one performance area.)

- Description of Expected Scholarly Work and Scholarly Products in Teaching, Supervision, and Mentoring of Students
- Description of Expected Scholarly Work and Scholarly Products in Research and Creative Activity
- Description of Expected Scholarly Work and Scholarly Products in Professional Service
- Description of Expected Scholarly Work and Scholarly Products in Administration and Leadership

Note. Faculty may not have expected scholarly outcomes/products in all four performance areas, but these are expected in the areas of emphasis for the faculty member.

Required Signatures

- Signature of the Faculty Member
- Signature of the Department Chair
- Signature of the Dean

Annual Review Document (ARD) Components

- Copy of the Faculty Performance Agreement for the _____ Year
- A Narrative clearly addressing how the Scholarly and Scholarship Expectations in the areas of emphasis identified in the Faculty Performance Agreement were met (documentation of scholarly and scholarship work should be attached). The Narrative must include a statement describing the quality and significance of the Faculty Member's Accomplishments in each area of emphasis.
- The Narrative should also address which Expectations were not met. The Faculty member may choose to provide any explanation/justification for the Expectations not met.
- If applicable, Description of Scholarly Activities and Scholarship not listed in the FPA that were Completed (including Documentation)

Evaluation of the Annual Review Document (ARD) Components

- Evaluation of the Quality and Significance of the Accomplishments in the Performance Areas (see note)
- Evaluation of the Quality and Significance of the Accomplishments Overall
- Evaluator's Comments on Faculty Member's Progress Toward Tenure (if applicable)
- Evaluator's Comments on Faculty Member's Progress Toward Promotion in Rank (if applicable)
- Department Chair's Signature
- Faculty Member's Signature
- Comments on the Evaluation by the Faculty Member (optional)
- Dean's Signature

Note. Only the performance areas where there are Faculty Performance Agreement Outcomes/Products should be Addressed.