Faculty Activity Report Template

Required Content Areas
Seven content themes with suggested content structure

Demographics
1. Name
2. Title
3. Supervisor name
4. Department
5. Reporting period (dates started to date finished)

Goals established in prior year
1. Specific goals that address strategic growth
2. General goals that are associated with operational or position functions

Report of accomplishments in goal areas
1. Specific tangible outcomes as a result of work in strategic or growth areas
   a. What was accomplished
   b. What remains to be done
   c. What situations affected the outcomes
2. General operational tasks that were accomplished
   a. Committee assignments
   b. Report of metrics (i.e. case-loads, cycle times, participation rates etc.)
   c. Comparison to prior year (improvements, declines, and causes)

Contributions to the university community
1. Diversity activities
2. Service activities (cross university committees, governance.)
3. Teaching, research, or outreach mission related activities
4. Professional publications, presentations, assignments, leadership
5. Peer or staff mentoring completed

Professional Development
1. New certifications or learning
2. New roles or assignments added
3. Recognition or awards
4. Career goals, next role, succession plan goals

Proposed goals for upcoming period
1. Specific goals that address strategic growth
2. General goals that are associated with operational or position functions
Supervisor Assessment (narrative)
1. Recognition of successes
2. Areas for improvement (either related to goals, principle of community, team relations, or employee engagement and commitment)
3. Steps to be taken to address improvements
4. Suggestions for new learning or development
5. Agreement on goals

Optional

Grade
1. Unsatisfactory, immediate improvement needed.
2. Progressing, demonstrating proficiency in some areas with continued development needed.
3. Successful, succeeding in most areas of the role
4. Exceeding, some results are above expectations
5. Excelling, results and impacts consistently go beyond the expectations of the role