

THE COLLEGE OF
WOOSTER

MEMORANDUM

To: Members of the Faculty
From: Iain Crawford, Vice President for Academic Affairs
Date: March 13, 2007
Subject: Annual Reports

I am pleased to provide as an attachment a copy of the 2006-2007 Annual Report form. Members of the faculty are required to complete an Annual Report each year that they are on campus and to submit copies to their department or program chairperson by **April 9, 2007**, and to the Office of the Vice President for Academic Affairs by **April 16, 2007**. The Teaching Staff and Tenure Committee strongly encourages faculty members to meet with their chairs to discuss their reports and professional plans. An electronic version of this form can be found at <http://www.wooster.edu/vpaa/annualreport0607.pdf>. Along with your report, please submit an updated cv to the Office of the Vice President for Academic Affairs which will acknowledge the receipt of your report and cv.

Annual Reports are used in several ways:

- a) They are reviewed by the Teaching Staff and Tenure Committee in late April and early May as part of their annual evaluation of all faculty, “this evaluation to be considered for purposes of promotion, retention, and determination of salary” (Statute III.2.B.4).

Note: Faculty on leave for either or both semesters of an academic year may choose to undergo the regular end of year review conducted by the Teaching Staff and Tenure Committee for evaluation and salary purposes. Faculty who wish to be reviewed should complete the Annual Report. Faculty who choose not to undergo the end of year review should include on the Annual Report for the following year information for the two-year period.

- b) They provide information for Faculty Notes, which is distributed to the Board of Trustees in June and to the faculty the following fall. To this end, please include in Part VI. on the attached form a short summary of your achievements that can be included in the Notes.
- c) They are added to personnel files as a summary of activities for the current academic year.

Student Evaluation of Courses:

Because the Teaching Staff and Tenure Committee also looks carefully at student evaluation of courses as part of the annual review, please make every attempt to see that student evaluations are submitted to chairpersons as soon as possible, so that chairs can forward the complete student evaluation package to the Vice President for Academic Affairs by the April 10 deadline (see memo of November 15, 2006).

Thank you for your assistance.

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Attachment