THE COLLEGE OF
WOOSTER

MEMORANDUM

Date: March 16, 2012
To: Members of the Faculty
From: Carolyn Newton, Provost
Subject: Annual Reports

I am pleased to provide as an attachment a copy of the 2011-2012 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 and to the office of the Provost by **Monday April 9, 2012**. The Teaching Staff and Tenure Committee strongly encourages faculty members to meet with their chairs to discuss their reports and professional plans. Along with your report please submit an updated CV to the office of the Provost, which will acknowledge the receipt of your report and CV. Please submit your materials electronically in pdf if possible to Dottie Sines at dsines@wooster.edu.

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.F.5).

   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 form. 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 office of the Provost by the April 6 deadline. Thank you for your assistance.

ds
Attachment

Office of the Provost • Wooster, Ohio 44691-2363 • 330-263-2004 • FAX 330-263-2248