

Format for Confidential Report of Conference Between  
Department Chair and Faculty Member

As part of the Faculty Activities Report Program, each department chair must annually, in the spring, prior to the May Commencement, discuss individually with faculty his/her assessment of their contributions. It is required that the department chair specifically comment on each of the following: 1) What were the duties this faculty member was expected to fulfill? 2) What has been performed well? 3) What needs improvement? 4) What objectives are agreed upon for the coming year? 5) The chair's summary of the faculty member's progress toward tenure and/or promotion during the past year when applicable. In addition, if not already covered above, the chair will summarize the primary contributions of the faculty member to the department and/or university during the past year.

Faculty Member's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Faculty Member's Rank: \_\_\_\_\_ Date of Rank: \_\_\_\_\_

First Faculty Appointment: \_\_\_\_\_ Tenured: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Chair's Comments:

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Member's Comments:

Faculty Member's Signature \_\_\_\_\_ Date: \_\_\_\_\_

It is the responsibility of both the faculty member and the chair to ensure that the annual conference, as recorded herein, provides the faculty member with sufficient information to set goals for the following year's performance. The signed original is retained in the faculty member's personnel file in the department. Copies of this document are for chair and faculty member only, but available to Provost, Chancellor, and as necessary for Post Tenure Review.

Adopted at April 25, 1991 Academic Council Meeting. Revised at November 20, 2008 Faculty Senate Meeting.