

Memorandum

To: UAF Faculty (Tenured – United Academics Unit Members)

From: Paul B. Reichardt
Provost

Date: May 29, 2001

Re: Annual Evaluation/Activities Report

It is once again time to prepare the Annual Activities Reports. The requirement for annual reporting of professional activities has been in place at UAF since 1989, and is in accordance with provisions as outlined in Article 9.21 of the United Academics Collective Bargaining Agreement.

If you are applying for promotion in the 2001-02 cycle, you are not required to submit the Annual Activities Report – instead you will complete a Promotion/Tenure Activities Report.

Attached is a tabular form on which to report your professional activities for the time period July 1, 2000 through June 30, 2001. The form and evaluation schedule is also located at the Provost's web site under Promotion, Tenure and Faculty Evaluation.

In addition to the tabular form, you are asked to submit a self-evaluation, which is an important part of the report process. It should assess your success or difficulty in meeting expectations identified in your workload plan. An updated curriculum vita is also requested. The deadline for submitting this information to your dean or director is **October 9, 2001**. Evaluative feedback may be provided at the discretion of your dean or director.

Attachments:
2001-02 Evaluation Schedule
Annual Activities Report