****

**ANNUAL ADMINISTRATIVE AND PROFESSIONAL FACULTY ACTIVITY REPORT**

Each year all **Administrative and Professional (A&P)** faculty members must submit a **Faculty Activity Report (FAR)** to the department head/chair or respective supervisor.

This **Faculty Activity Report (FAR)** is used to establish and evaluate annual goals, major job responsibilities, and focus areas for Administrative and Professional Faculty members in consultation with their supervisors, in compliance with the requirements set forth in Virginia Tech’s Faculty Handbook, Section 7.3.

FARs may be generated using the **FAR template** or the **Elements EFAR system**. Instructions for the **Elements EFAR system** are available on the [Provost's website](https://faculty.vt.edu/efars.html). The College of Engineering EFAR template is available from the University’s [University Data Commons](https://udc.vt.edu/) site, under Faculty Activity 🡪 Individual report. Data for the EFAR is gathered from faculty activity entered in Elements.

The **FAR template** belowis organized into five (5) sections and is designed to offer flexibility and may be easily tailored to the needs of different administrative units and to the individual faculty member being evaluated. For example, faculty members and their supervisors should revise the template, adding and deleting goals as appropriate for the individual and to meet the department’s needs.

**Submission:** After this form has been completed and approved, the original should be filed in the Administrative and Professional Faculty member’s department personnel file and a copy provided to the faculty member**.** If there are any problems accessing the department’s folder or uploading the file, please contact Lynette Lucas.

|  |
| --- |
| **EMPLOYEE INFORMATION** |
| **Administrative and Professional Faculty member’s name:** |  |
| **Title:** |  |
| **Department:**  |  |
| **Supervisor name:** |  |
| **Supervisor title:** |  |
| **Reporting period:** |  |
| **Brief overview of position**(based on job description) |  |

|  |
| --- |
| **SECTION 1 – PROGRESS TOWARD GOALS** |
| List goals based on previous year’s performance plan. Add or delete individual’s goals as needed. |
| **Goal #1** |
| **List goal from prior year activity report** |  |
| **Describe progress toward goal** |  |
| **Goal #2** |
| **List goal from prior year activity report** |  |
| **Describe progress toward goal** |  |
| **Goal #3** |
| **List goal from prior year activity report** |  |
| **Describe progress toward goal** |  |
| **Goal #4** |
| **List goal from prior year activity report** |  |
| **Describe progress toward goal** |  |

|  |
| --- |
| **SECTION 2 – PROGRESS OR CONTRIBUTIONS TOWARDS UNIVERSITY/DEPARTMENT/PROGRAMS/INITIATIVES** |
| List and summarize your efforts in areas that contribute to your success and fulfillment of job functions in your position.Examples include, but are not limited to:* Strategic direction of program/area/department
* Supervision/leadership/support/teamwork
* University service
* Professional development
* Outreach and teamwork
* Professional Service
* Diversity initiatives
 |
| **Area/Description** | **Progress and/or Achievements** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **SECTION 3 – ADDITIONAL ACHIEVEMENTS/RECOGNITION** |
| List or provide a narrative on any preceding information you want to discuss, especially as it involves efforts to support the College of Engineering Strategic Plan. Include items that you feel weren’t covered by the sections in the report such as participation in College activities to enhance the diversity, alumni events, special activities with student groups, etc.List or discuss your achievements compared to your goals listed from the previous year.Share any recognition that you received in the last year for your high level of performance. Recognitions can include, but are not limited to, awards (professional or personal), presentations at conferences or other public arenas, published work, and any accolades from colleagues, constituents, or other sources. |
|  |

|  |
| --- |
| **SECTION 4 – PROFESSIONAL PLAN FOR NEXT YEAR** |
| Faculty member’s plan/goals for the coming year – Goals should focus on professional skills and personal attributes that assist in achieving a higher level of work or professionalism (such as, communication skills, teamwork, learning new software, attending a conference, etc.)Suggested areas might include, but are not limited to:* Teaching activities
* Administrative activities
* Research
* Scholarship
* Outreach
* Service
* Diversity
* International
 |
| **Area/Description** | **Desired Progress or Achievements** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **SECTION 5 – OVERALL EVALUATION OF PERFORMANCE** |
| Summary of Administrative and Professional Faculty member’s performance, discussing areas of strength and areas for improvement. Provide specific examples to illustrate. |
| **Supervisor’s comments** |  |
| **Administrative and Professional Faculty** **member’s comments** |  |

|  |
| --- |
| **APPROVALS** |
| I have met with my supervisor to review and discuss my performance evaluation and my goals for the coming year, as documented on this form. |
|  |  |  |
| **Administrative and Professional Faculty Member’s Signature** |  | **Date** |
|  |  |  |
| **Supervisor’s Signature** |  | **Date** |