

Annual Appraisals

Annual Appraisals are due before the end of the summer term (or before the end of spring semester if you're taking the summer off). Use Professional Development and Committee Contribution reports (appendix G and H) to assist in writing your Annual Appraisal and save these files as documentation for your next promotion portfolio.

Annual Appraisal Timeline - Annual appraisals are due at the end of summer term.

- To assist department chairpersons who have many faculty appraisals to review, earlier submissions are appreciated.
- The appraisals should cover the previous summer term, autumn semester, and spring semester.
- Summer work will be included on the next year's appraisal.
- Department Chairpersons and Office Associates have full access to DocuSign for collecting signatures on the Annual Appraisal form.

Things to remember when writing Annual Appraisals (Appendix E)

- **Audience:** chair, peer review team (PRT), administrators, and faculty across the college
- **Readability:** Boldface significant items in paragraphs, or bullet and explain
- **Significance:** Explanations of specific contributions, their time, their value, their impact, and why you consider them important
- **Validity:** Accuracy of reporting, no exaggeration or misinformation
- **Repetition:** Keep copy/paste minimal from year to year so your Annual Appraisals don't sound redundant when placed next to each other in a portfolio

Peer Review Team Comments

- Appendix F provides examples.
- Let your PRT know if you are going up for tenure and/or promotion this year.
- All faculty now have access to Docu-Sign. Check with your department chairperson or office associate for Annual Appraisal electronic signature instructions.

See the [P&T webpage](#) for the P&T Handbook (especially pages 7-8 that are related to Annual Appraisals).