Attached you will find the Faculty Annual Report and Plan that will record your accomplishments for the 2006 – 2007 academic year and set forth your development plan for the upcoming academic year. Please note the due date associated with the FARAP preparation. Specifically, you will see that your plan needs to be submitted to the department chair on May 29, 2007, and to my office on June 1, 2007.

As you plan your FARAP, please keep in mind the following:

1. I shall again underwrite up to six conferences for the Stillman School faculty to attend specialized teaching conferences in their fields. In order to be eligible to attend one of these conferences, each department first needs to have a process to select the person who will attend. The following also applies:

   a. The conference must be within the United States and must be well-regarded in the discipline.
   b. You must be teaching this fall in the area for which the conference prepares you, or, alternatively, next spring or fall of the next year.
   c. You must prepare a short analysis of the conference that will be shared with the faculty of the Stillman School of Business. In this way, all can benefit from this development opportunity.
   d. Your proposed conference must be approved by the chair of your respective department.
   e. So that each department has an opportunity to send an individual to a teaching conference, generally only one faculty member per department will be able to attend a teaching conference. Preference will be given to those who have never attended a teaching conference.
2. As you develop your plan to present your research at conferences, be sure that these conferences are on the departmental roster of approved outlets. As the Provost has urged us many times over, since travel funds are scarce, we need to insure ourselves that we are presenting our papers at the very best conferences to advance the School and the University’s good name. I can only support underwriting a paper presentation once. There are no funds to underwrite presenting similar versions of the same paper or funding papers at their multiple stages of development. Papers presented must vest themselves into refereed journal articles. Otherwise, one jeopardizes one’s ability to secure future travel funding, both generally and for that specific conference.

3. For those faculty now earning released time, such will automatically be renewed if there is at least one published refereed journal article in your teaching field to your credit from July 2005 through June 2007 or, under the new ASC policy, two publications in the last four years. If there are no works, you can apply for a one-year continuation of released time by completing a released time contract. This form is attached. Turn this contract in with your FARAP. If you are already working under the terms of a contract, you must demonstrate how those terms were completed by publishing your research in a refereed journal article this past year. If there are no refereed journal articles in one’s portfolio per the ASC policy, then it is highly unlikely that faculty members will maintain their released time privileges. It is important to underscore, as noted in the FARAP, that this count of scholarly productivity is independent of the tenure and promotion process. Junior faculty have been advised that the typical scholarly portfolio for those seeking tenure is five to six refereed journal articles.

4. As you list your research contributions, be sure to provide the exact and complete bibliographical entry of your works. If there are second and subsequent authors for a particular work, be sure that these are listed in the order in which they appeared when the article was published or the paper was presented. Include dates and locations of conferences and page numbers of proceeding and manuscripts. The department secretaries will be loading this data into the faculty data base, so you have to be precise in your bibliographical entries.

5. In addition to the FARAP, I shall need an updated curriculum vitae for every faculty member, as noted in the Faculty Guide, Article 8.2b. Please turn that in by June 29, 2007.

6. From our January teaching workshop, you will recall much discussion on how challenging coursework in one’s major was positively related to students’ satisfaction at the Stillman School. Consider developing your plan with your Chair/Director, to make improvements at your level.

As you know from the FARAP process, and as discussed in the “Procedure” section of this document, you will see that the faculty elect a Faculty Development Committee at the last FASB meeting of the spring semester to hear matters involving the mediation of FARAP evaluations.

If you have any questions, please do not hesitate to ask.

KEB/jdes
Attachments