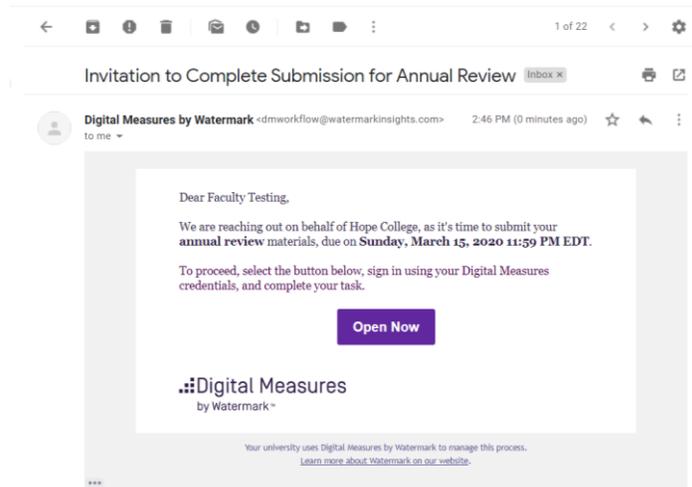


Annual Review Process

Hope College

Workflow links your Faculty Activity Reporting material to the annual review process, allowing you to submit and store annual review material in a confidential and streamlined fashion within Digital Measures (FAR).

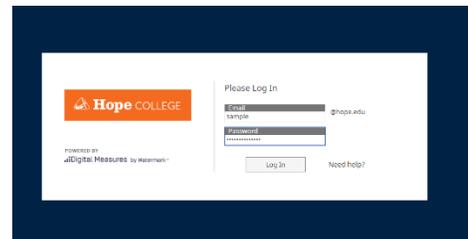
The process starts with an email.



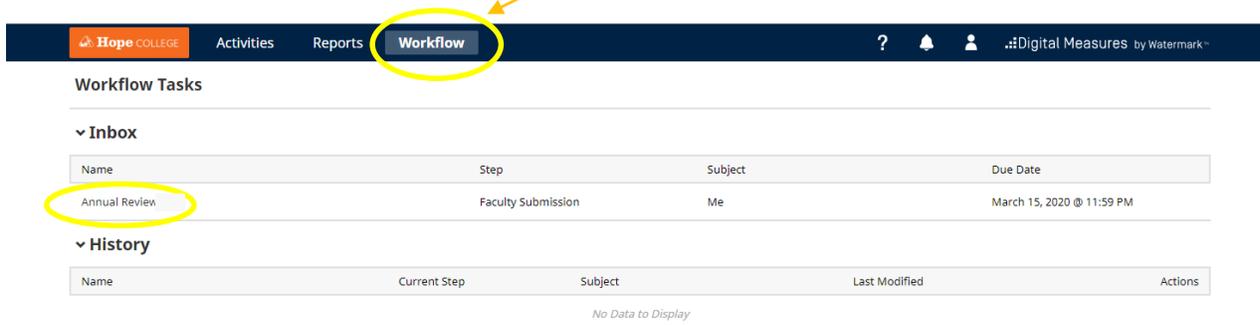
Once you receive this email, you can start the process at any time.

You may either:

1. Click "Open Now" and use your 1.hope.edu username and password to log in to FAR -OR-
2. If you've lost this initial email, go to hope.edu/far, click on [Faculty Activity Reporting](#) and log in.



Once logged in, click on the new "Workflow" tab at the top and you'll be redirected to a list of available workflow tasks, including "Annual Review." **Note: You won't see the Workflow tab at the top until you have a workflow task assigned** (on or after February 1, 2020).



STEP ONE: Faculty reports on individual's accomplishments and goals (Due March 15, 2020)

A. Faculty Activity Report

Your 2019-2020 Faculty Activity Report pulls in to this form automatically.

- **Download/open the report to confirm accuracy.**
- This report pulls data from the first day of May Term last year through this year's graduation date. If activities are missing, click the Activities tab at the top (next to the Hope College logo) to add them in FAR. Then, when you re-enter Workflow, click **“refresh report”** next to the PDF to import the latest version.
- Contact far@hope.edu or see the [Faculty Activity Report website](#) if there are issues with this report.

tasures.com/login/hope/faculty/app/workflow/submissions/46b633fe-63ee-442a-af27-4e500e95ffff/step/17922e6e-386a-425d-9b35-e0fd46bd6a74/assignee/22333207_s=0

Hope COLLEGE Activities Reports Workflow ? .#Digital Measures by Watermark

< Faculty Submission Step - Due March 15, 2020 @ 11:59 PM [Cancel] [Actions]

Annual Review

- Submit your FAR information and this form by March 15, 2020 to allow Department Chair to review (or Dean, if a Department Chair)
- Completed and signed forms are due to the Dean by May 7, 2020.
- Faculty in joint appointments will submit one document which will be shared with and reviewed by both chairs and then they will meet all at once in a single annual review meeting (one faculty member, two chairs).

SECTION A. Annual Review Reflection Questions for Faculty
Paragraphs, statements, or bullet points are welcome. No need to be exhaustive, it's fine to be succinct in your responses.

2019-2020 Annual Faculty Activity Report [PDF icon] Last Updated January 28, 2020 at 10:16 AM [Refresh Report]

Please list the (3 to 5) professional goals which you established for the past year and evaluate your progress or success in reaching them. Which accomplishment is most noteworthy?

2019-2020 Professional Goals

B I U [Rich Text Editor]

- Demonstrate understanding of the concepts big & small and long & short
- Identify seven basic shapes and eight basic colors
- Count to 5
- Identify 10 letters by name
- Demonstrate understanding of basic prepositions "in," "on," "under," "next to" and "through."

Please list your (3 to 5) professional goals for the coming year.

- * Goal 1 [Rich Text Editor] Demonstrate knowledge of all letter names and corresponding sounds.
- * Goal 2 [Rich Text Editor] Fluently read 20 kindergarten sight words with at least 80% accuracy on three trials.

B. Past & Future Professional Goals

- At least three goals are required. Required fields are indicated with a red asterisk.
- Additional materials can be uploaded at the end of the document, if necessary,
- *Tip: You don't need to wait for all materials to get started. You can enter text into your annual review document and save (under "Actions") without submitting to your supervisor.*

When complete, select "Actions" at the top right, and select "Submit to Department Chair Response." This will move your report from your Workflow Inbox to the History section. You will always be able to see your report in History. If you accidentally submit, you are able to recall your report by clicking the down arrow under "actions" next to your report, now filed under the History tab.

STEP TWO: Department Chair Response (Due May 3, 2020)

The chair will get an email when you submit your form. When the chair logs in to FAR and clicks on the Workflow tab, they will see any submitted reports and (if not yet complete) their own review in the Workflow Inbox.

A. Chair Meets with Faculty Member

The chair (or “chairs” if jointly appointed) will meet with the faculty member to discuss the faculty member goals and accomplishments.

The screenshot displays the 'Department Chair Response Step' interface. At the top, there is a navigation bar with tabs for 'Home', 'Activities', 'Reports', 'Workflow', and 'Usage Statistics'. The 'Workflow' tab is active. Below the navigation bar, the title is 'Department Chair Response Step - Due May 3, 2020 @ 11:59 PM'. On the right side, there is an 'Actions' dropdown menu with options: 'Save Draft', 'Submit to Faculty Response', and 'Send Back to Previous Step'. The main content area is titled 'Annual Review' and contains the following sections:

- Annual Review**
 - Submit your FAR information and this form by March 15, 2020 to allow Department Chair to review (or Dean, if a Department Chair)
 - Completed and signed forms are due to the Dean by May 7, 2020.
 - Faculty in joint appointments will submit one document which will be shared with and reviewed by both chairs and then they will meet all at once in a single annual review meeting (one faculty member, two chairs).
- SECTION A. Annual Review Reflection Questions for Faculty**

Paragraphs, statements, or bullet points are welcome. No need to be exhaustive, it's fine to be succinct in your responses.

2019-2020 Annual Faculty Activity Report Last Updated January 28, 2020 at 10:16 AM

Please list the (3 to 5) professional goals which you established for the past year and evaluate your progress or success in reaching them. Which accomplishment is most noteworthy?

2019-2020 Professional Goals

 - Demonstrate understanding of the concepts big & small and long & short
 - Identify seven basic shapes and eight basic colors
 - Count to 5
 - Identify 10 letters by name
 - Demonstrate understanding of basic prepositions "in," "on," "under," "next to" and "through."

Please list your (3 to 5) professional goals for the coming year.

Goal 1 Demonstrate knowledge of all letter names and corresponding sounds.

Goal 2 Fluently read 20 kindergarten sight words with at least 80% accuracy on three trials.

Goal 3 Show mastery of completing two step tasks with no reminders.

Goal 4 Successfully defend dissertation.

Goal 5

How can I (as your department chair) support you in attaining your goals? Show daily support for my efforts, recognize when I do well. Gently admonish when I make poor choices and help me to redirect my behavior. I will also need leave time to defend my dissertation. Anticipated defense date is February of next year. I hope to present a paper based on my dissertation at a conference the following fall.

Ways in which I have participated in or provided leadership for diversity and inclusion in the past year: I helped design the "friendship bench" for the playground, giving lonely kids a place to go if they want to play with other kids but don't know how. I've made sure to invite kids on the friendship bench to play with me if they look sad.

Ways in which I have contributed to or provided leadership for a positive workplace culture in the past year: I was a line leader five times. I worked hard to show how to have quiet hands, quiet feet, and a quiet voice in circle times and departmental meetings.

Supporting Documentation (Optional)
- SECTION B. Chairperson Review of Faculty Annual Review Data. Reflections, and Goals**

Chairperson Response

I appreciate the ingenuity that went into the creation of the Friendship Bench. I wish you the best on your dissertation. I believe your goals for the year are appropriate. If interested, consider adding a fifth goal of counting by fives and tens.

B. Department Chair Response

The chairperson is required to write a response. That said, there are now two routing options for the chair.

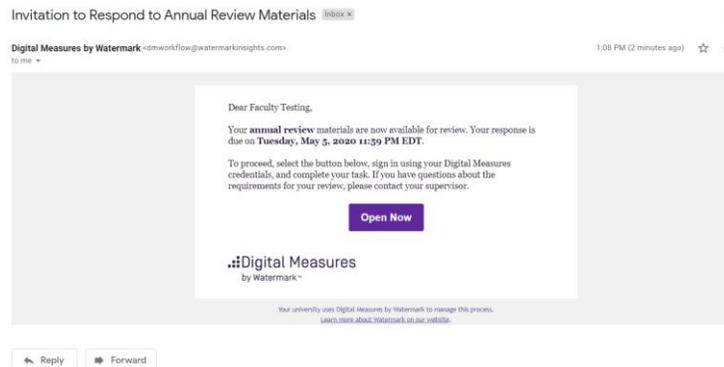
1. If the form is not complete or the chair needs an updated Faculty Activity Report, the chair will “Send back to previous step” and the faculty member can make those changes.
2. Otherwise, the chair will make comments and “Submit to Faculty Response”

Note for dual appointees: If the faculty member has multiple appointments, it is expected that the chairs will coordinate this step. Chairs should meet with the faculty member together. In this case, both chairs may make separate internal comments as “committee members” in Workflow, but only one chair is granted access as “committee chair” to make summary comments and move the process on to the next step. Only the summary comments become part of the record. Internal committee comments do not move to the next step.

STEP THREE: Faculty Response (Due May 5, 2020)

A. You’ll receive an **email prompting you to take the next step.**

You can follow that link *or* navigate to hope.edu/far, log in to FAR, and click on the Workflow tab at the top.



B. Faculty Response

You will see your chair’s comments and have a chance to respond and attach additional supporting documents if necessary. Any response is optional.

C. Acknowledgement of Meeting

You are required to select “I have met with my department chair and acknowledge receipt of my annual review.” The process cannot move forward until that meeting has occurred. Once complete, submit to the next step and your job is done.

SECTION B. Chairperson Review of Faculty Annual Review Data, Reflections, and Goals

Chairperson Response I appreciate the ingenuity that went into the creation of the Friendship Bench. I wish you the best on your dissertation. I believe your goals for the year are appropriate.

Faculty Response to Chairperson Review

Additional support materials if desired [Drop files here or click to upload](#)

Annual Review Acknowledgement

I have met with my department chair and acknowledge receipt of my annual review

STEP FOUR: Chair Acknowledgement (Due May 7)

The chair is prompted via email to read any responses and to acknowledge completing the annual review meeting. Optionally, the chair may submit any final comments to the dean's office.

Additional support materials if desired

Annual Review Acknowledgement: I have met with my department chair and acknowledge receipt of my annual review

Comments (optional)

B *I* U        

Chair Acknowledgment: I have met with this faculty member to review their annual performance.

STEP FIVE: Dean's Receipt (Due May 11)

The academic dean will receive the full report, have room to comment, and submit the report to the Office of the Provost. The dean may also return the form to the chair with comments for further discussion and revision.

For faculty with appointments that span two divisions, both deans should coordinate the review process. Both will receive the report and may respond internally. As with chairs, one dean will also be granted access to submit the report with summary comments, if any. These summary comments will be visible to the provost.

ANTICIPATED QUESTIONS (like an FAQ before anyone has asked)

Why so many steps for one meeting?

For transparency and completeness. While a meeting between a chair and faculty member covers most of the content in steps two through four, it's important to demonstrate that this process is fulfilled and to give a faculty member the chance to respond or refute a chair's assessment.

I want my own record/copy of this.

You don't need to save it. Your copies will also be retained within the "History" section of Workflow so that you can easily review your goals over the next year.

That said, you can download your own copy. On the Workflow Tasks page, select the arrow under "Actions" for your report to start the download process. At this point the report is downloaded as a file of elements. This includes an .html file of the review form and attachments that inform that .html file. This is not ideal, and the Digital Measures/Workflow development team is working on this.

For now, if you want a copy, you may want to open the downloaded .html file in a browser and save it as a .pdf. You'll likely also want to save the Faculty Activity Report that pulls with that download. Once saved as a .pdf, all the extra code that comes with the .html file can be deleted and you can merely save the two .pdfs to your files.

How do I know if my Annual Review process is complete?

Under "History" you will be able to see the current state of your project and when it was last modified. Once complete, the "Current Status" will read "Completed."



Name	Step	Subject	Due Date
No Data to Display			

Name	Current Step	Subject	Last Modified	Actions
Annual Review Test	Provost Office	Me	January 28, 2020	

What about merit?

All faculty who feel they are meritorious are encouraged to fill out a merit form within Workflow. This will be available in the inbox and routed in a similar fashion. It is, however, a separate step from the review process.