



ANNUAL FACULTY ACTIVITY REPORT AND ACTION PLAN (AFARAP)

Division of Academic Affairs

SUBMISSION AND REVIEW TIMELINE

Action	Responsible	Completion Date*
Enter/track activities on AFARAP Word Template	Faculty Member	Throughout Year
Remind faculty of upcoming due date	Department Head	2 nd Monday in October
Gather supporting documents (SOI reports, Scheduled Teaching report, etc.); Finalize AFARAP entries and goals on AFARAP Word Template ; Email all to department head	Faculty Member	3 rd Monday in January
Review AFARAPs and prepare evaluations portion on Word template; Schedule evaluation meetings with faculty; Return completed evaluation to faculty; Submit AFARAPs and evaluations to Dean; Save a copy in department personnel file	Department Head	4 th Friday in February (~6 weeks)
Review AFARAPs and evaluations; Confer with Department Head as needed; Send final copies of AFARAPs and evaluations to Academic Affairs	Dean	4 th Friday in March (~4 weeks)
Review evaluations; Confer with Dean as needed; Send evaluations to Human Resources for faculty personnel file	Provost and VPAA	April 1 st (~4 days)

*If completion date falls on a holiday, submit the next business day.