



# ANNUAL FACULTY ACTIVITY REPORT AND ACTION PLAN (AFARAP)

## Division of Academic Affairs

### SUBMISSION AND REVIEW TIMELINE

Action	Responsible	Completion Date*
Enter activities during the year in <a href="#">APL NextED</a> ; Attend institutional training seminars on preparing the AFARAP offered by CELT	Faculty Member	Throughout Year
Remind faculty of upcoming due date	Department Head	2 <sup>nd</sup> Monday in October
Finalize AFARAP entries in APL; Export activity report from APL; Enter action plan (goals) in APL and Submit	Faculty Member	3 <sup>rd</sup> Monday in January
Review reports and enter evaluations in APL; Schedule evaluation meetings with faculty; Return completed evaluation to faculty using APL; Submit reports and evaluations to Dean using APL; Export a copy for department personnel file	Department Head	4 <sup>th</sup> Friday in February (~6 weeks)
Review reports and evaluations; Confer with Department Head as needed; Send final copies of reports and evaluations to Academic Affairs using APL	Dean	4 <sup>th</sup> Friday in March (~4 weeks)
Review reports and evaluations; Confer with Dean as needed; Retain original evaluation in APL; export evaluation for Human Resources file	Provost and VPAA	April 1 <sup>st</sup> (~4 days)

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