

FACULTY ANNUAL REFLECTION (FAR) GUIDE

This form was designed by a team of faculty from diverse departments, with the support of administrative staff. It is the hope of the team that faculty will use the FAR as an opportunity to examine and reflect on their experiences and continue their own professional development.

Please note:

- By February 15 of each year, faculty should notify their dean regarding which deadline they intend to submit the FAR.
- Faculty must choose only ONE of two due dates each academic year, either February 28 or October 15, to submit their FAR (faculty may opt to submit in the spring of that year or the following fall, but are not required to do both).
- On or before the selected deadline, faculty should submit their FAR to their dean and include FAR <insert academic year> in the subject line (example FAR 2021-2022).
- Faculty may request a deadline change by contacting their dean.
- Faculty choosing to do formal research studies on teaching and/or learning, whether qualitative, quantitative or mixed methods, are asked to design assessment models that conform to HLC expectations. Please contact Dennis Krieb with questions about these elements:
 - Each assessment model should include learning outcomes and goals at the onset.
 - Rubrics and/or thematic coding should be used for qualitative assessment and data for quantitative assessment.
 - Direct measures (actual evidence of student work) are highly desirable.

If you have any questions regarding the FAR please contact your dean.

FACULTY ANNUAL REFLECTION INSTRUCTIONS

Due date (choose only one, underline/highlight your choice): October 15 or February 28

Instructions: Please complete items 1, 2, and 3. Item 4 is optional.

1. Reflect, in general, on your experience over the past year, examining what went well and what you might want to change or focus on for the next year.
2. Describe or explain a specific project or initiative you want to share from the past year. This could be a research project, an assessment of learning, a new teaching strategy, or another idea. Please include any evidence/data/support that you gathered. This evidence can be quantitative, qualitative, or both.
3. Is there a particular initiative which you would like to try for which you need support? Is there equipment or resources that could help students be more successful or effective in your program? Are there resources that could help you be more effective in the classroom?
4. (Optional) List professional, personal, or community activities you would like to share.