

**The Faculty Annual Achievement Timeline
Calendar Year 2018**

Basis: Documenting your achievements, i.e. what did you accomplish in teaching, research, service, and in clinical (when applicable).

1. January 3, 2019 - The Faculty Annual Achievement Report (FAAR) Form emailed to Faculty.
2. February 1, 2019 – Faculty email completed FAAR to Supervisor.
3. February 15 through March 1, 2019 - Supervisor completes Annual Evaluation and meets with Faculty to discuss Annual Evaluation
4. Signed Annual Evaluation Forms goes to Dean – March 1, 2019.
5. Dean → Provost – March 15, 2019

Upcoming Events: Workshops

- In mid-January on a Wednesday evening we will have the first workshop to cover timelines, forms, recommendations / clarity. This group setting will be ideal for shared info and questions.
- A Planning Document will need to be completed to review goals for 2018 and to list the 2019 goals. This form should list any resource requests also. Resource examples are: Training needed, time, tools to complete your goals.