



Non-Tenure Track Faculty Annual Review Process

On or around March 22nd of each spring term, the Associate Dean for Academic Affairs will solicit an annual report for the prior summer, fall, and spring terms and an up-to-date CV from each professor of practice and other non-tenure line instructional faculty. The annual report should be in summary or outline form, and include information about their:

- Teaching activities
- Administrative, committee, and other service
- Lectures, symposia, papers delivered at conferences
- Honors or awards
- Media appearances
- Sponsored grant activities
- Publication activities
- Days of paid consulting

Reappointment

As per the Batten School by-laws, it is the Personnel Committee's responsibility to "consider the reports of reappointment, promotion and tenure committees and the recommendations of the qualified members of the tenured and tenure-accruing faculty, regarding the reappointment, promotion, and tenure of all full-time faculty, and recommend appropriate action to the Dean."

Each full-time faculty member must submit an annual report, and an up-to-date copy of his or her full CV. Annual reports should cover the period from June 1 through May 31—that is, the summer, fall, and spring semesters. Annual reports should be in summary or outline form rather than narrative form. The following items should be included in accurate and thorough detail:

1. **Teaching Activities**. State course number, title of course, actual enrollment. Independent studies should be indicated as such. Indicate any team teaching, and any supervision of T.A.s (number).
2. **Administrative, Committee, and Other Service**. List in separate categories:
 - a. Batten School
 - b. Other schools or departments
 - c. University
 - d. Public Policy Community
 - e. Professional Associations
 - f. Other
3. **Lectures, symposia, papers delivered at conferences**. (Indicate sponsoring organization, location, date, type of presentation).
4. **Honors or awards**.
5. **Media appearances**.

6. **Sponsored grant activities, with brief identification of problems/areas being investigated.** (please do not simply reproduce grant proposal text); title, start date, time period, and amount of funding
7. **Publication Activities.** List in separate categories:
 - a. Works published or other creative products produced (provide full bibliographical information). Specify the portion of any project that was completed during the period from June 1 to May 31, prior to publication.
 - b. Works actively in progress (for example, journal articles, books, etc.) Specify the portion of the project completed during the period from June 1 to May 31, and prospects for publication
8. **Report on the number of days of paid consulting—both internal and external— while on salary, and for whom.** (For each day of consulting, name of organization). If possible, indicate when this consulting took place and whether it involved a regular commitment time (for example, one week per month). Faculty who consult for companies that also fund sponsored research in which the faculty participates should be aware of the possible need to disclose potential conflicts of interest in accordance with the University's Policy on Conflict of Interest (XV.A. 1 in the Financial and Administrative Policies).

The name of the faculty member and the year covered by the report should be noted at the top of each page of each report.

Reports must be submitted by faculty members who are currently on leave.