



# ANNUAL FACULTY ACTIVITY REPORT AND ACTION PLAN (AFARAP)

## SUBMISSION AND REVIEW TIMELINE

Action	Responsible	Completion Date*
Enter/track activities on <a href="#">AFARAP Word Template</a>	Faculty Member	Throughout Year
Remind faculty of upcoming due date	Department Head	2 <sup>nd</sup> Monday in October
Gather supporting documents (SOI reports, Scheduled Teaching report, etc.); Finalize AFARAP entries and goals on <a href="#">AFARAP Word Template</a> ; Email all to department head	Faculty Member	3 <sup>rd</sup> 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 <sup>th</sup> 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 <sup>th</sup> Friday in March (~4 weeks)

Review evaluations;  
Confer with Dean as needed