Cato College of Education
Faculty Annual Report Process
October 27, 2017

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Quick Recap:

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- Revisions to RPT doc meant an updated annual report
- Faculty committee formed – reps from all depts.
- Built the annual report as a form in Surveyshare
- Solicited feedback from faculty and chairs about how it worked

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- Survey sent to faculty asking for feedback: 33 people completed it (of 117)
- 60% liked "old" format; 40% liked "new"
- 72% agreed that having word counts helped them craft better responses to the questions
- 51% think the length was appropriate; 49% thought it was too long
- Open-ended responses provided suggestions for improvements (summarized here):
    - "Only upload CV"
    - "include NOT APPLICABLE option"
    - "should generate a pdf of our responses if we use an online form"

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Leadership Team:

- Leadership team discussed this, with department feedback in mind – Discussion:
- We are using some of the information in the Annual Report for reporting purposes (internal and external).
- Asking faculty to give this information once a year on the Annual Report.
- We do need a central "repository" to collect some of this information.
- We need to be responsive to faculty feedback – try to find a method that can meet as many needs as possible.

For 2017 reporting:

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- Annual report will be generated on a Word doc template
- Word doc – uploaded to a portfolio in Taskstream (everyone)
- Recent CV – uploaded to the portfolio (everyone)
- Course Evaluations – downloaded from the website, saved as pdf, uploaded to the portfolio (everyone)
- Extended Service to Schools – form to complete in the portfolio (as applicable)
- NEW SECTION: Extended Service to the Community (not schools) – form to complete in the portfolio (as applicable)
- Peer Evaluation documents

Next Steps

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- An email will be sent to all Faculty, including:
  - Annual Report Template (word)
  - Directions for uploading your documents
  - All faculty are AUTOMATICALLY enrolled in the portfolio in Taskstream
  - Submissions are AUTOMATICALLY sent to your chair (no need to select an "evaluator.")

  - Time frame covered in report: January 1, 2017- December 31, 2017
  - **DUE DATE IN TASKSTREAM: JANUARY 19, 2018**