



## Affiliate Faculty Instructions for Preparing for Annual Review (v5.1)

(updated January 2025)

**Every Affiliate faculty member must submit complete a Faculty Workload Report (FWR) annually.**

### **What if I'm up for contract renewal this year?**

The academic year that you prepare your portfolio for contract renewal, you only must submit Section IA, II and III of the FWR which lists teaching/professional activities (and any service/reassigned time—if applicable). Your portfolio acts as section B of the FWR and is used for your annual evaluation unless you explicitly request a separate annual review (see [Evaluation Standards and Criteria for Affiliate Contract Renewal & Annual Review \(v4\)](#), III.F p.5)

Please include the following materials as part of the FWR for annual review. You have two options for providing materials for the annual review.

**Due Date-Jan 31:** The Affiliate FWR is due January 31. If choosing option 1, submit your FWR as a PDF attachment via email to our Academic Department Coordinator (Gabriella Barajas) and copy the Unit Head. If doing option 2, use this [survey link \(https://forms.gle/Kmzd8252BAAtGU1ih8\)](https://forms.gle/Kmzd8252BAAtGU1ih8) to indicate interest and indicate availability no later than 1/31.

**Option 1:** Use [Affiliate FWR Template](#) (found on the [math policies website](#) under the “Affiliate Faculty Policies and Memos” section) to create your FWR.

### **Directions for filling out the Affiliate FWR.**

1. Fill in the calendar year at top of form and give all relevant information for that calendar year. For example, for 2024, you would report information from that calendar year (not the academic year) which includes Winter 2024, Spring/Summer 2024 (if applicable) and Fall 2024.
2. Complete the form for each area (teaching and professional development required, and service, as relevant).
3. As part of your reflection on teaching:
  - a. Identify ways you have demonstrated effective or excellent teaching. Use the teaching criteria in the document, [Evaluation Standards and Criteria for Affiliate Contract Renewal & Annual Review \(v4\)](#), IV Appendix, Table A, to frame your discussion. Feel free to quote criteria directly.
  - b. Describe aspects of your teaching over the past year that you believe have been most successful in promoting student understanding and engagement (if not addressed in 3a).
  - c. Reflect about your student evaluations. In what ways do they give insight into your strengths and potential areas of growth as a teacher?
  - d. Reflect about ways you have continued to grow as a teacher this past year (if not already addressed in 3a-c).
4. Affiliate faculty members are responsible for making the case for an exemplary rating by explaining what accomplishment satisfies the criteria for an exemplary rating (see Section III.A of the [Evaluation Standards and Criteria for Affiliate Contract Renewal & Annual Review \(v4\)](#) document).

**Option 2:** Sign up for a formal conversation with the Unit Head and representatives of the Merit Review Committee to present your case on how you've met criteria in each area of evaluation and address written prompts orally rather than in writing and answer any questions. Use this [link](#).

***Directions for preparing for and participating in the Merit Review Conversation.***

1. Fill out section I.A and I.B.1 [Affiliate FWR Template](#) (found on the [math policies website](#)) and list your professional development activities (Section II) and service activities (Sections III) as relevant.
2. Be prepared to discuss the following as you reflect on your teaching:
  - a. Identify ways you have demonstrated effective or excellent teaching . Use the teaching criteria in the document [Evaluation Standards and Criteria for Affiliate Contract Renewal & Annual Review \(v4\), IV Appendix, Table A](#) to frame your discussion. Feel free to quote criteria directly.
  - b. Describe aspects of your teaching over the past year that you believe have been most successful in promoting student understanding and engagement (if not addressed in 2a).
  - c. Reflect about your student evaluations. In what ways do they give insight into your strengths and potential areas of growth as a teacher?
  - d. Reflect about ways you have continued to grow as a teacher this past year (if not already addressed in 2a-c).
3. Instead of preparing a written document, jot down notes and collect artifacts as needed to answer the questions and make the case for how you meet or exceed expectations.
4. Be prepared to discuss the impact/nature of your professional development activities ([Evaluation document, IV Appendix, Table B](#)) and service work.