

1 Personnel Accomplishments Report (PAR)

2 Faculty members undergoing periodic EVALUATIONS or performance reviews are responsible for
3 providing SUBMITTING the following materials to their working personnel action file (WPAF) before the
4 published file closure date: a COVER SHEET, A current curriculum vitae, a personnel information form
5 (PIF) with a AND A pPersonnel aAccomplishmentS rReport (PAR), WHICH IS A NARRATIVE
6 STATEMENT that summarizes and describes the faculty member's activities and accomplishments during
7 the period under review, and evidence of these activities and accomplishments. INCLUSION OF
8 EVIDENCE OF ACCOMPLISHMENTS OUTLINED IN THE PAR IS REQUIRED FOR PERMANENT
9 FACULTY UNDERGOING PERFORMANCE REVIEWS, BUT IT IS OPTIONAL FOR PERMANENT
10 FACULTY UNDERGOING A PERIODIC EVALUATION. INCLUSION OF EVIDENCE OF
11 ACCOMPLISHMENTS OUTLINED IN THE PAR IS REQUIRED FOR PERIODIC EVALUATIONS AND
12 RANGE ELEVATION REVIEWS OF TEMPORARY FACULTY. Departments/divisions/schools and
13 colleges may have additional requirements.

14 Failure to provide these REQUIRED materials shall not in itself be deemed prejudicial. However, unless
15 faculty members provide these REQUIRED materials, evaluation committees may have difficulty
16 evaluating their THE FACULTY MEMBER'S accomplishments. When submitted, THE COVER SHEET,
17 the curriculum vitae, the PIF, and THE PAR are placed in the faculty member's PERMANENT personnel
18 action file, and are used in making retention, tenure, and promotion recommendations.

Personnel Accomplishments Report (PAR)

Faculty members undergoing periodic evaluations or performance reviews are responsible for submitting the following materials to their working personnel action file (WPAF) before the published file closure date: a cover sheet, a current curriculum vitae, and a Personnel Accomplishments Report (PAR), which is a narrative statement that summarizes and describes the faculty member's activities and accomplishments during the period under review. Inclusion of evidence of accomplishments outlined in the PAR is required for permanent faculty undergoing performance reviews, but it is optional for permanent faculty undergoing a periodic evaluation. Inclusion of evidence of accomplishments outlined in the PAR is required for periodic evaluations and range elevation reviews of temporary faculty. Departments/divisions/schools and colleges may have additional requirements.

Failure to provide required materials shall not in itself be deemed prejudicial. However, unless faculty members provide required materials, evaluation committees may have difficulty evaluating the faculty member's accomplishments. When submitted, the cover sheet, the curriculum vitae and the PAR are placed in the faculty member's permanent personnel action file, and are used in making retention, tenure, and promotion recommendations.