Dear Colleagues,

Below is the merit review schedule for 2013. The schedule and some additional information regarding the merit review for the 2012 calendar year (to be conducted in April-May 2013) are below. If you teach a methods course or supervise interns, please pay particular attention to the instructions on how to report your K-12 teaching experiences for the period. All of your accomplishments should be reported using the Faculty Activity Report (FAR) online system (www.far.ua.edu). Please be aware FAR follows the calendar year now so that overlaps with the COE merit calendar. This means that you will be adding your accomplishments between January 1, 2012 and December 31, 2012. You will have until 5:00 PM, Monday, April 1, 2013 to enter all of your data and publish your report. The department heads will begin their reviews the next morning.

Here is the full schedule:

April 1, 2013: Deadline for entering all FAR data and publishing report
April 2-8, 2013: Department Heads review faculty data and assign ratings
April 8-19, 2013: Faculty meetings with Department Heads to review ratings and plans
April 26, 2013: Merit letters from Department Head to faculty members (copies to Dean)
April 29, 2013: Deadline for appeals to Dean
April 30 – May 3, 2013: Meetings with Dean regarding appeals
May 6, 2013: Departmental Reports generated from FAR data
May 7-10, 2013: Department Heads review data and submit corrections to report (copy to Dean)
May 13, 2013: Dean finalizes Departmental Merit and determines Sustained Superior Performance Merit (aka, Dean’s Merit)
Please be sure to check and update all of the data that have migrated forward from the prior year’s report to avoid duplicate entries of the same activity or publication. And do not submit a separate paper report. Department Heads will have to review the report created from the FAR data and make appropriate corrections.

Attached to this e-mail, you will find the ALSDE Policy and specific directions for including your recent P-12 experiences required (by ALSDE Policy) for anyone who teaches methods courses or supervises interns. There are two ways to satisfy this requirement:

1. Substitute teach, co-teach, or guest teach in an appropriate P-12 classroom.
2. Teach methods courses that include model lessons or demonstration classes in P-12 schools.

To meet the ALSDE Policy, one must spend at least 10 clock hours in one of these activities. These activities must be recorded in FAR.

Finally, our FAR liaison for the College, Dr. David Hardy, will be happy to answer any technical questions about FAR or how it is accessed. However, all questions about what to include or not include should be directed towards your department head.

It is very important to make this as accurate as possible because these data will be used to report faculty productivity to the Provost and to our accrediting agencies. The Provost also takes this into account when considering College requests for additional faculty and other resources.

Peter