

UNBC Faculty Association
Feb. 5, 2008

**TIPS FOR WRITING YOUR
ANNUAL PERFORMANCE EVALUATION REPORT**

Although your Report will be submitted, in the first instance, to your Chair/Supervisor who will know the conventions used in your area of study well, your report will subsequently go the CEC/CRMC which will consist of many members who are not familiar with your area of study. This means that you need to provide guidance to the committee members by being both clear and detailed. For example:

- explain the significance of the order of names on joint publications (e.g. is the ordering alphabetical with equal contributions by all authors or does the order of the names reflect different levels of contribution by the authors?)
- explain if and how papers were refereed (this is sometimes an issue with “refereed conference proceedings”;
- make sure you place work in the appropriate category (e.g. a book review published by a journal would be placed under “research” whereas a book reviewed for a publisher would be placed under “service to the profession”).
- when reporting your service contributions, make sure you explain how often the committee met, what contributions did you and the committee make? Simply providing an undifferentiated list of “membership on committees” will not enable those who are not familiar with the activities of those committees make a judgment about your performance.

As well as reporting your activities, an important part of the evaluation process is setting objectives for the coming review period. In doing this, it is important to:

- provide the context for your objectives (e.g. are you nearing the completion of a number of research projects which you expect to lead to a number of publications in the review period or are you just at the beginning of research program which will take a few years to yield publishable results? That is, put your objectives with the context of where you are in the research cycle. The same can be said of teaching – will you be developing new courses or have you done that previously and are now consolidating and refining them?
- assess your own objectives. For example, if you think you will have a very productive publication period indicate that you are aiming to achieve an “excellent” rating in research.
- a two-year projection of objectives will likely be contingent of factors which you don’t know about now- will your grant application be successful? will a new program be developed and approved which will require you to change your teaching? Place your objectives within this context; if you get the grant then you expect to undertake research x, if you are unsuccessful then research y might be more reasonable to expect.
- use the evaluation process to indicate if there are forms of support that you need in order to meet your objectives. For example, does your research objective depend on you being assigned less committee service work? or a limited number of new preparations? does meeting research objective require the program purchasing some software for you?

In short, make sure your Report provides CONTEXT, is ACCURATE, and is DETAILED
– but you do not need to be MODEST!