

**Faculty Guidance for Faculty Annual Reviews**

January 14, 2021

*This document will be updated. Revisions will be highlighted in yellow and the date updated.*

**NARRATIVE**

Given the many challenges encountered in 2020, Penn State faculty who submit their Annual Report via Activity Insight str provided with the opportunity to contextualize their annual review. Specifically, faculty members are encouraged (but not required) to describe the negative impact the pandemic and other challenges (e.g., societal/racial tension) have had on their work. In addition, faculty are encouraged to describe the innovative or creative ways obstacles were surmounted.

Below please find some examples of the types of challenges and insights faculty may have encountered over the course of 2020. The lists below are not intended to be exhaustive nor is there an expectation that each of these challenges be addressed in the narrative. Rather, these are provided to be helpful to faculty members as they consider what to include.

***Examples of challenges and insights: Teaching and Advising***

- Transitioning courses to remote or hybrid learning
- Changes in teaching and advising load
- Challenges with technology (e.g., wi-fi)
- Assisting student to adjust to remote instruction
- Attendance at seminars/events to enhance transition to remote instruction
- Leading or developing training to assist others with transition to remote
- Mentoring students in need
- Modifying courses to be inclusive
- Engaging with advisees in a remote environment
- Innovative/creative ways identified to surmount challenges encountered
- Insights regarding how the pandemic will influence engagement in teaching moving forward

***Examples of challenges and insights: Research***

- Changes in access to labs, studios, performance spaces or other research spaces
- Funded research opportunities/complexities
- Transitions in research to focus on COVID
- Disruptions in research (e.g., longitudinal studies, human subject data collection)
- Impacts on lab personnel; other staffing issues
- Travel and field restrictions
- Canceled presentations, performances, exhibitions, scholar-in-residence appointments
- Alterations in time devoted to research due to increased teaching and service responsibilities
- Book contracts/publications delayed due to reviewer accessibility/press closures/other restrictions
- Innovative/creative ways identified to surmount challenges encountered

- Insights regarding how the pandemic will influence engagement in research moving forward

***Examples of challenges and insights: Service***

- Contributions to the university and communities to address COVID-19
- Contributions to the university and communities to address systematic racism
- Contributions to the university and communities to address political tensions/election
- Transition of service responsibilities to online formats
- Innovative/creative ways identified to surmount challenges encountered
- Insights regarding how the pandemic will influence engagement in service moving forward

***Examples of challenges and insights: Librarianship***

- Changes in in-person services
- Changes in the use of physical spaces
- Access to and providing materials
- Challenges due to material quarantine requirements
- Leading or developing training to assist others with transition to remote
- Innovative/creative ways identified to surmount challenges encountered
- Insights regarding how the pandemic will influence engagement in teaching moving forward

***Examples of challenges and insights: Patient care***

*Under development*

**CHANGES TO THE ASSESSMENT OF TEACHING EFFECTIVENESS**

This [document](#) summarizes the university's approach to assessment of teaching effectiveness for calendar year 2020. This guidance applies to all faculty members, instructors, and graduate students serving as the instructor-of-record or as a graduate teaching assistant.

**SUMMARY OF CHANGES TO ACTIVITY INSIGHT**

***Narrative***

The instructions for the narrative for the Faculty Annual Review in Activity Insight were modified to be explicit about this invitation.

*You are encouraged (but not required) to take the opportunity to discuss in your narrative the impact the global pandemic and other 2020 events (e.g., racial tensions and unrest in society) have had on your work. You may weave this into your narrative as appropriate (i.e., Teaching, Research, Service, Librarianship, Patient Care) or include as a separate section. Suggestions for what you may wish to address in your statement can be found at <https://www.vpfa.psu.edu/back-to-state-fall-2020-resources/>.*

***Guidance on Assessment of Teaching Effectiveness for Calendar Year 2020***

To implement the "Guidance on Assessment of Teaching Effectiveness for Calendar Year 2020" a new screen was created in Activity Insight, Alternate Assessment of Teaching Effectiveness.

The "Alternate Assessment of Teaching Effectiveness" screen is where faculty can enter information

that is required for their Annual Reviews, for the University Dossier for Promotion and Tenure, and for the Non-Tenure Track Faculty Promotion Dossier reports produced out of Activity Insight.

At the top of the screen is where faculty will enter their “good faith effort” for annual reviews. The “good faith effort” is required for every semester for tenure-line and non-tenure-line faculty for annual performances. However, for the Fall 2020 semester you also need to include one or more alternate assessments (Self-Reflection, Student Input, Analysis of a Course Based on Real-Time Adjustments, and/or Comparisons to Previous Years Assessments and Goals, if Applicable). Enter both the “good faith effort” and the alternate assessment in the top box, as this is the only box that will print to the Faculty Activity Reports.

If you are submitting your Promotion and Tenure Dossier or your Non-Tenure Track Faculty Promotion Dossier at the same time as you work on your annual review you will use the entire screen for one semester. The bottom portion of the screen for Self-Reflection, Student Input, Analysis of a Course Based on Real-Time Adjustments and Comparisons to Previous Year Assessments and Goals, If Applicable will ONLY filter into the University Dossier and Non-Tenure Track Faculty Promotion Dossier as the “good faith effort” will ONLY filter into the Annual Review report.

If you have any questions about Activity Insight, please send an email to [AI-Support@psu.edu](mailto:AI-Support@psu.edu).