Annual Faculty Contributions Evaluation
for Academic Year 2023-2024

The **Faculty Activities Report (FAR) in Sedona is due July 30, 2024.** It covers activities from July 1, 2023 – June 30, 2024. Faculty should enter or ensure activities are entered correctly before submitting their FAR. Please note that a **faculty reflection and impact statement are required** for teaching, research (if applicable), and service (External Outreach and Impact, Institutional Engagement, Professional Engagement).

The FAR, the Sedona CV, and Additional SET Data (mean for each question and response rate per course) will be provided to the area chair and evaluation committee. Guidance on the evaluation for committees is provided later in this document.

The full schedule for annual evaluation with due dates is attached.

The process to create the Faculty Activity Report to report activities, publications, etc. for July 1, 2023 - June 30, 2024 for annual evaluation this year is:

1. Enter your data into Sedona by **July 30** –OR– submit the completed data worksheet to Mira Sharma (msharma9@gmu.edu) by **July 5**.
   - The data that you should enter into Sedona can be found in "Contributions Model Data Items and Sources" and are labeled Faculty Input in the Data Sources column. This also shows the category/subcategory in Sedona into which the particular CM item should be entered. Activities must be documented in the FAR for inclusion in annual evaluation.
   - Instructions for how to enter the data into Sedona are provided in the "STOP Guide" and the "Detailed Instructions for Sedona". Both are provided for your convenience and you may use either as a source of help.
   - If you prefer to send your information to be entered, please use the "Data Worksheet" and include all data and details.
   - If you feel an activity could go in more than one CM category, choose the one you feel more appropriate. Please do not enter it twice.
   - If you have additional items that are not listed in the CM Data Items and Sources document, you may still enter them into Sedona or the data worksheet.
   - **If you have an administrative role, the activities related to that role should be denoted as such.**
   - **Please add acceptance date in the description box for journal publications into Sedona.**
   - If you would like to add commentary in a category, for example, explain an unusually low student evaluation of teaching result, this can be added to appropriate section's question about any aspects not included above or the Reflection and Impact Statement.

2. Complete and submit your FAR from Sedona by **July 30**. **The reflection and impact statements must be completed. Regardless of whether the faculty member or the Dean's office entered the Sedona data,** the faculty member must go into Sedona and fill out, check and verify, and **submit** their FAR. The FAR also includes the average GPA

for each course taught.

The Faculty Contributions Model was designed by a faculty committee to allow the College to acknowledge that we have a portfolio of faculty and faculty activities.

This wider view will allowthe College to recognize and measure a wider set of faculty activities. The model has five categories (Figure 1):

- Student Development: related to teaching and other student development and curricular efforts.
- Knowledge Creation and Dissemination: related to publishing, grant activity, and other research and thought leadership dissemination activities.
- External Outreach and Impact: furthering the mission of the College of Business and George Mason University outside the University.
- Institutional Engagement: furthering the mission of the College of Business and George Mason inside the University.
- Professional Engagement: related to your profession as an academic and the related business discipline.

In addition, the model distinguishes between execution and exploration activities:

- Execution: These are activities that we already do and add value to our various stakeholders (lower risk, core job functions)
- Exploration: These are new and innovative activities that the College wants to encourage (higher risk, non-core job functions)

Recognizing these allows both us as individuals and the College to identify the composition of activities and encourage new and innovative ideas where desired.

The portfolio of faculty activities recognizes that not every faculty will contribute to the College in the same way. Faculty will have different areas of emphasis among the categories and may not have activities and impact in all five categories.

The benefits for faculty of this model are the following:

- Ability to reflect on what we each are doing to advance ourselves and mission of College
- Tool to discuss development and contribution with Area Chair, mentor, etc.

What is a Reflection and Impact Statement? (no more than 150 words each)

One feature of the Contributions Model via the Reflection and Impact Statements is the ability for a faculty member to reflect on their year and to share with their area, area chair, and the Dean's office what they feel were their most impactful activities and outcomes.

For the reflection portion, please take this opportunity to reflect on the many activities that each of you did. It is also a chance to reflect on what went well and what could have been improved and how a faculty member plans to address and implement those improvements. For the impact portion, please share a short narrative about why what you did made a difference to students, organizations, the College of Business and the university, and/or to other stakeholders. There are many levels of benefit that could be described — individual, organizational, community, research community, or social benefits. **The statement should not be a relisting of activities that you reported on the Faculty Activity Report (FAR),** but a selected few reflections on what occurred and activities/outcomes that you feel made a difference.

Issues:

If you are unable to login to Sedona, please contact **Yashika D Wright (ywright3@gmu.edu).**

If you have suggestions for improvements, please note them down, then share them with your area chair, a FDEC member, or email them to Mira Sharma (msharma9@gmu.edu).
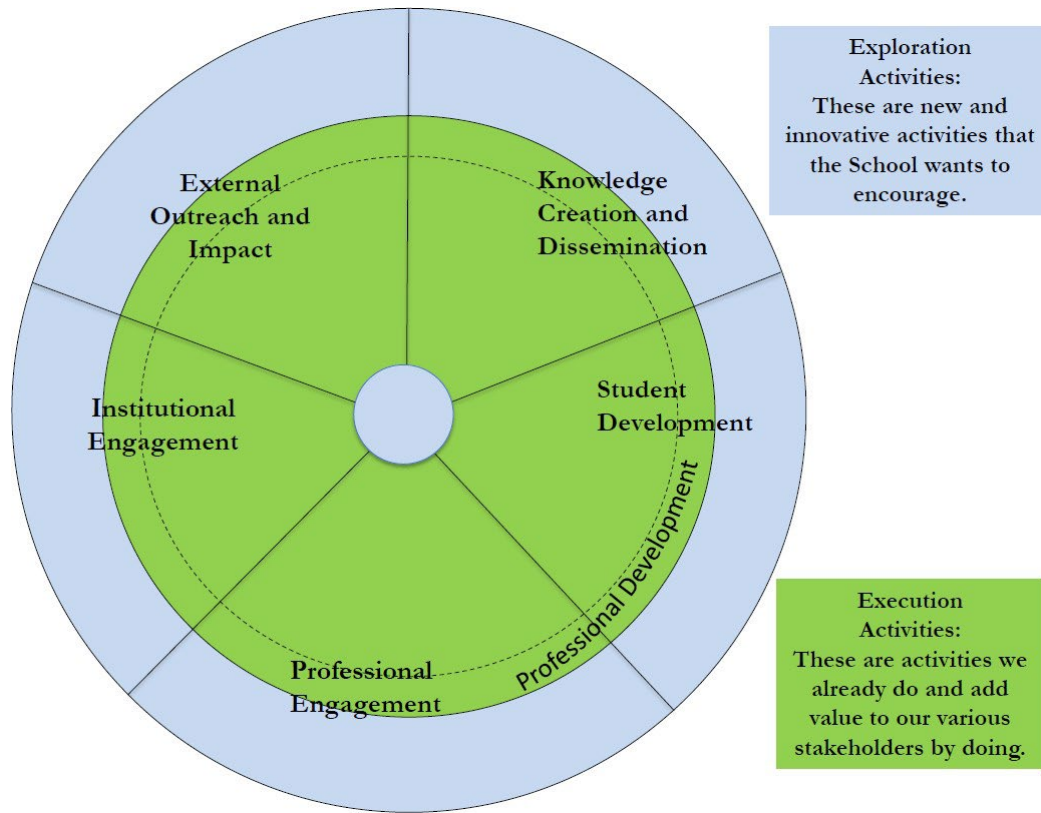
Figure 1 – Faculty Contributions Model