

RCHSS ARD/FPA WORKSHOP

JANUARY 2025

PURPOSE & AGENDA

- Overall purpose of reviews
- Updates for this year's ARD/FPA process
- Expectations & effective practices for completing ARD/FPA
- Mechanics for completing ARD/FPA

REVIEW CONTEXTS & PURPOSES – UNIT LEVEL

- Provide & request support for achieving short- and long-term goals (formative)
- Review performance to assess progress & appropriate productivity (summative)
- Recognize faculty leadership
- Plan for & talk through career trajectories
- Enable data-informed decision-making re: faculty support requests

REVIEW CONTEXTS & PURPOSES – INDIVIDUAL LEVEL

- Self-evaluate & reflect in light of short- and long-term goals
- Get feedback on progress towards short- and long-term goals
- Clarify expectations regarding effort, workload, & responsibilities
- Identify & ask for resources to meet short- and long-term goals

REVIEW CONTEXTS & PURPOSES – KSU

- KSU Faculty Handbook 3.12.A
 - “The professional performance at KSU must address the quantity, quality, and significance of the contributions.”
- Progress towards national prominence

APPROACHING ARD

- Be familiar with unit & college guidelines
- Be familiar with your FPA from last year
- Be familiar with Section 3 of the Faculty Handbook (esp. 3.2, 3.3, & 3.12)

WRITING THE ARD

- Tell & support
 - Provide concrete examples (qualitative & quantitative)
- Speak to significance
 - Identify metrics / indicators of quality & impact
- Speak to results
 - Be concrete & link to FPA
- Discuss challenges

TEACHING, SUPERVISION, & MENTORING

- Student success & teaching effectiveness
 - HIPs
 - PSLOs
 - Midterms grading & early alert participation
 - Grade distributions
 - Performance on learning assessments
 - Student feedback
- Design decisions
 - Adaptation based on feedback
 - Incorporation of professional development

SCHOLARSHIP & CREATIVE ACTIVITY

- Updates
 - SoTL indication in Watermark
 - Connect to OrCID
 - Move of research activity
 - Grants under Contracts, Fellowships, & Sponsored Research
- Speak to quality & impact
 - National prominence, impact, peer-review
- Position within broader agenda
- Student Success

PROFESSIONAL SERVICE

- Discuss quality & impact
 - Leadership
 - Contributions
- Position within broader individual & unit context

WRITING THE ARD

- Provide an overall interpretive frame
- Stay within a reasonable word limit
- Connect to unit, college, & university goals / priorities

QUESTIONS TO CONSIDER: TEACHING

- Does my ARD list all courses I taught over the review period?
- Have I provided all student ratings of instruction from all courses I taught over the period?
- Does my narrative speak clearly & concretely to quality & significance?
- Does my narrative position my teaching within my teaching approach & FPA goals?
- Does my narrative speak to professional development?
- Does my narrative provide specific & concrete indicators of student success?

QUESTIONS TO CONSIDER: SCA

- Does my narrative contain my total number of each type of scholarly product published / presented over the review period?
- Does my narrative concretely & specifically describe quality & impact of my products?
- Does my narrative position my productivity within my broader SCA agenda & my FPA goals?
- Does my narrative speak to professional development in this area?
- If applicable, does my narrative identify specific examples of student success?

QUESTIONS TO CONSIDER: SERVICE

- Have I listed all of my service responsibilities at the unit, college, university, and disciplinary levels?
- Does my narrative describe quality & significance of my activities in those responsibilities?
- Does my narrative describe any indicators of professional development and/or student success?

QUESTIONS TO CONSIDER: OVERALL

- Is my narrative well-written & concise?
- Does my narrative address salient points identified by my chair/director and/or unit?
- Does my narrative speak to unit / college / university strategic priority areas?
- Does my submission contain all necessary documents / supporting materials?
- Does my submission contain an updated workload distribution for 2025 as well as accurate 2024 workload information?

EXPECTATIONS AND EFFECTIVE PRACTICES:ARD MECHANICS

- Submitted by last Friday of January (1/31)
- **Be sure to *refresh* documents before submission**
- Update both *activities* and *narrative*

MECHANICS FOR SUBMITTING ALL DOCUMENTS

- Navigate to Workflow → Tasks
- Click on item in Inbox
 - Refresh all
 - Add any additional documents
 - Indicate if you plan to submit documents for review in the fall (P&T, PTR, etc.)
 - Save & submit.

MEETING W/ CHAIR / DIRECTOR

- Individual & organizational progress & excellence (not perfection!)
 - Continuous striving for improvement
- Summative & formative purposes
- Accountability + Support

SUMMARY

- Part of the larger growth & development process
 - Goal-grounded
 - Individually- & collectively-oriented
 - Progress-driven