



College of Public Affairs and Education

UNIVERSITY OF ILLINOIS SPRINGFIELD

Subject: Faculty Annual Performance Report Format

Category: Faculty-Personnel

Effective Date: 08/16/2025

Contact: CPAE Dean

Procedure

- 1.) All faculty, including tenure/tenure track, clinical, visiting, and non-tenure track, will complete and submit an annual performance report (APR) according to UIS' Academic Personnel Calendar deadlines.
- 2.) The APR will preferably be up to three pages in length.
- 3.) The APR will include the following professional activities engaged in the previous calendar year:
 - a. Teaching and Advising
 - i. Classes taught
 - ii. Advising
 - iii. Other teaching activities
 - iv. Office hours
 - b. Scholarship
 - i. Publications
 - ii. Presentations
 - iii. Teaching cases
 - iv. Meeting/conference attendance
 - v. Other scholarship activities (discovery, application, integration, teaching) under the *UIS Faculty Personnel Policy*
 - c. Service
 - i. To the School or Department
 - ii. To the College
 - iii. To the Campus
 - iv. To the University

- v. To the Community
 - vi. To the Profession
 - vii. Other service
- d. Grants
- e. Other professional activities
- f. Optional – brief self-assessment or other explanations of the faculty member’s activities and accomplishments.