

## MATERIALS FOR MERIT REVIEW: ACTIVITY REPORTS

According to the College, activity reports have two purposes:

- To provide updates regarding one's teaching, research, and service accomplishments.
- To be used as a basis for consideration of tenure, promotion, reappointment, renewal, and merit increases.

An effective activity report is more than a list of publications, classes taught, students advised, and conferences attended. It should offer:

- A narrative account of what an individual has accomplished.
- A reflection on the significance of those accomplishments.
- An explanation of where those accomplishments fit within a larger career trajectory, for instance progress toward promotion.
- An account of how these activities relate to departmental and university goals and values.

An activity report can also provide an opportunity to summarize, narrate, and contextualize information that appears in other documents, such as a CV or student evaluations of teaching. How should we interpret what we find there? Are there biases or oversights on display? Are there successes that might not be immediately apparent to nonspecialists? *The department's Merit Review Heuristic offers a guide to help faculty describe and document their work when writing their annual activity reports.*

Activity reports are also a way to make visible varieties of intellectual, emotional, and institutional labor that resist being reduced to CV line items, for instance the informal mentoring of students that faculty of color often find themselves called upon to perform.

All faculty are required to submit an activity report annually as part of the merit review process. These reports can be 1-3 pages in length, and they ought to incorporate separate sections covering teaching, service, and (if relevant) research. Diversity and equity contributions can be described in a separate section or incorporated into the other sections. Please consult the Merit Review Heuristic for guidance. (Yes, much of what we do does not fit neatly into this three-fold division. Activity reports enable faculty to define those terms—and to explain their inter- and cross-connections—in relation to their chosen career trajectories, their institutional contexts, and the communities that they serve.)

Teaching Professor faculty are required to submit activity reports as part of reappointment review. Such a report covers the whole of the time since an individual was hired, promoted, or last reappointed, and they should be longer, 3-5 pages, and if desired they can be supplemented by appendices (e.g. previous annual activity reports).