

Annual Evaluations

Faculty annual evaluation season is here and Chairs are already beginning to set-up discussions with faculty. As part of this process, faculty development will help you with the following:

- ♦ Peer Evaluations: Reach out to [Amanda Ramos](#) to obtain a copy of your peer evaluations if you don't have yours on file.
- ♦ Participation Hours: We will be sending you a letter over the next two weeks with the faculty development sessions you've participated in during the 2019-2020 academic year.
- ♦ Check your Faculty Bio: Please review your faculty bio as part of your annual evaluation process and reach out to [Lacy Stallings](#) with any edits/updates. This can include your title, photo, bio content, and/or publications. Just type your name in the COM Directory to review.

Promotion and Tenure

- ♦ [Andrea Berry](#) is available to assist with promotion and tenure questions and advice.
- ♦ [Lacy Stallings](#) is available to assist with CV reviews.
- ♦ For more specific information regarding P & T guidelines, timelines, and checklists, please visit our [Faculty Life Office page for P & T](#).

Peer Observations

Now is a great time to conduct and ask for peer observations, as most classroom experiences are recorded and available.

- ♦ If you would like the faculty development team to review one of your classroom sessions, please let us know.
- ♦ Additionally, you may want to ask another faculty member to review a recorded session.

The Weekly Wellness Check-In

In lieu of the current situation, the Faculty Life Office is rolling out a new program: **The Weekly Wellness Check-In!** This is an opportunity for all faculty to come together to experience a sense of belonging and process feelings and emotions through this period of isolation. We will be using email and Twitter to highlight what our faculty are doing as they work remotely and navigate challenges in their personal and professional life.

- ♦ The wellness check will occur each **Wednesday from 1-2 pm** while the stay-at-home order is in effect.
- ♦ [Andrea Berry](#) will be sending a Zoom link and calendar invitation for anyone who would like to participate.

Webinars

Our usual IAMSE webinars have been cancelled, but many additional webinars encompassing COVID-19 are being scheduled.

- ♦ The faculty development team will be emailing faculty sporadically with these opportunities.
- ♦ We ask that you register yourself so that you can access the webinar with ease from the comfort of your home.

Helpful Resources

- ♦ [Tips to Make Your Home Working Experience Effective and Productive](#)
- ♦ [How to Create an APA Style Reference for a Canceled Conference Presentation](#)
- ♦ ['Nobody Signed Up for This': One Professor's Guidelines for an Interrupted Semester](#)