## School of Arts and Sciences Statement on Annual Faculty Reviews

Consistent with University policy\*, the School of Arts and Sciences has a procedure for providing annual feedback to each member of the standing faculty.

- 1. Each spring faculty will complete an Annual Report of Faculty Activity to document their scholarship, teaching, and service activities during the previous year.
- 2. Department chairs, informed by the activity report, will provide written feedback to each faculty member. While the form of this feedback will vary by discipline, it should enable the faculty member to understand how his or her scholarship, teaching, and service have been assessed over the past academic year, and the way in which this assessment has informed the determination of any salary increase.

\* see http://www.upenn.edu/almanac/volumes/v55/n23/reviews.html

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