

Getting the most out of your annual review



Hosted by

College of Forestry Research Support
Faculty (RSF) Committee

<http://rsf.forestry.oregonstate.edu/>

2-May-2013

Purpose of the Performance Review

- **To Review Past Year's Performance**
An evaluation of prior performance (usually the past year) in relation to one's position description and performance expectations and standards.
- **To Review Position Description**
An opportunity to review and update the position description.
- **To Set Up Goals and Direction for Upcoming Year**
An opportunity to discuss performance goals and outcomes over a defined period (quarterly, yearly) that are either individual and/or organizational.
- **To Review Professional Development Planning**
An opportunity to review the employee's training and identify continued professional development, training needs and opportunities.
- **To Discuss Promotion Progress**
If applicable, an opportunity to discuss where the individual is in his/her progress towards promotion.

Questions for Structuring a Performance Appraisal

1. What period of time does this review cover?
2. What do you feel are your major accomplishments during this time period?
3. Which of these accomplishments are you most proud of and why?
4. How are your contributions being recognized in professional outputs by others?
5. What training and professional development opportunities have you taken advantage of during the last year?
6. What training and professional development opportunities would you like to take advantage of in the near future?
7. What are your goals for the coming year?
8. What goals were not successfully met last year?
9. What are your goals for the coming year?
10. What services have you contributed to the Department, College or OSU?
11. What suggestions do you have for making your work life better?
12. What suggestions do you have for your position, project, the Department or College?
13. Please list the publications or presentations that you've authored (note: web pages count as "other" authored pubs).

FERM

Supervisor's Annual Report for Calendar Year 2012

Supervisor:

Date:

Employee:

- 1) When was the last annual performance review done for this individual?

- 2) How would you rate the overall performance of this individual (circle one)
Exemplary Strong and Positive Satisfactory Unsatisfactory

- 3) How are you recognizing the contributions of this person in your professional outputs?

- 4) What professional development opportunities have you provided this individual in the past year?

Attach a current job description and vitae.

Supervisor and employee sign and date below.

Date:

Date:

Promotion Guidelines

Criteria for Promotion of Faculty Research Assistants

Faculty with non-professorial rank are hired in positions to meet units' specific needs. Criteria for promotion will therefore be specific to the candidate's position description. Promotion from Faculty Research Assistant to Senior Faculty Research Assistant may be considered after four years of full-time service, calculated from the hire date to December 31 of the calendar year prior to the promotion decision (promotion decisions are made in June of the following year).

For Faculty Research Assistants with extended prior service, promotion to the rank of Senior Faculty Research Assistant cannot be made effective before the end of the third year of full-time service. To be promoted, a candidate must:

- have a graduate degree appropriate to the field in which the research activities are performed, or comparable educational or professional experience;
- demonstrate a high level of competence, achievement, and potential in research, or serve effectively in a position requiring high individual responsibility or special professional expertise;
- demonstrate a high degree of initiative in research and leadership among research colleagues in the department, as documented in authorship, management responsibilities, and creative approaches to research.

- <http://oregonstate.edu/admin/aa/faculty-handbook-promotion-and-tenure-guidelines>

Service Opportunities

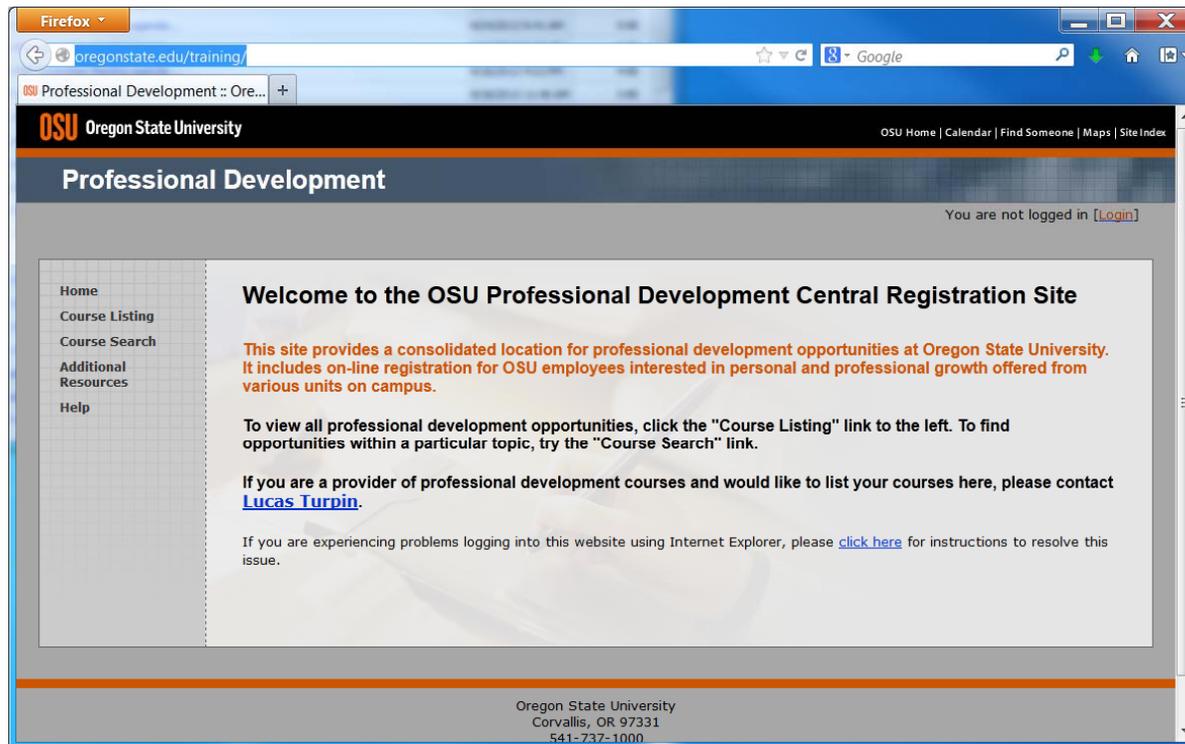
- **Service:** Faculty service is essential to the University's success in serving its central missions, and is a responsibility of all faculty. Faculty will be held accountable for that responsibility, and rewarded for their contribution according to specific expectations laid out in their position descriptions. As with other duties, the FTE ascribed to service in the position description should be an accurate representation of the time assigned to the activity.
- Faculty members perform a broad array of services that are vital to supporting and sustaining the quality and effectiveness of the University and its programs (institutional service), and to their disciplines (professional service). Faculty members are expected to provide service to the University, its students, clients, and programs, as collegial and constructive members of the University and the broader community. Examples include service in faculty governance; in academic and student-support units; in international development; in community and state programs; in mentoring students and student groups; and on department, college, and university committees.
- Service to professional organizations contributes to the national and international intellectual communities of which OSU is a part. The part of faculty members' service duties that draw upon their professional expertise and/or are relevant to their assignment, may be considered as a component of a faculty member's scholarship or creative activity, if the work meets the standard criteria of peer validation and dissemination. The appropriate designation of each service duty should be discussed with the individual's supervisor prior to taking on the duty.
- Many faculty make important service contributions to university relations or to the community that are not directly related to their appointments. Though valuable in their own right, and ideally a responsibility of all citizens, these efforts are considered in promotion and tenure decisions only to the extent that they contribute to the mission of the University.

Join the RSF Committee!

- CoF wide
- 7 members
 - 1 FES, 1 FERM, 1 WSE
 - 4 'at-large'

Professional Development Opportunities

- OSU wide
 - <http://oregonstate.edu/training/>



Professional Development Opportunities

- Conversational Skills workshops
- Journey into Leadership
- OSU's coaching service

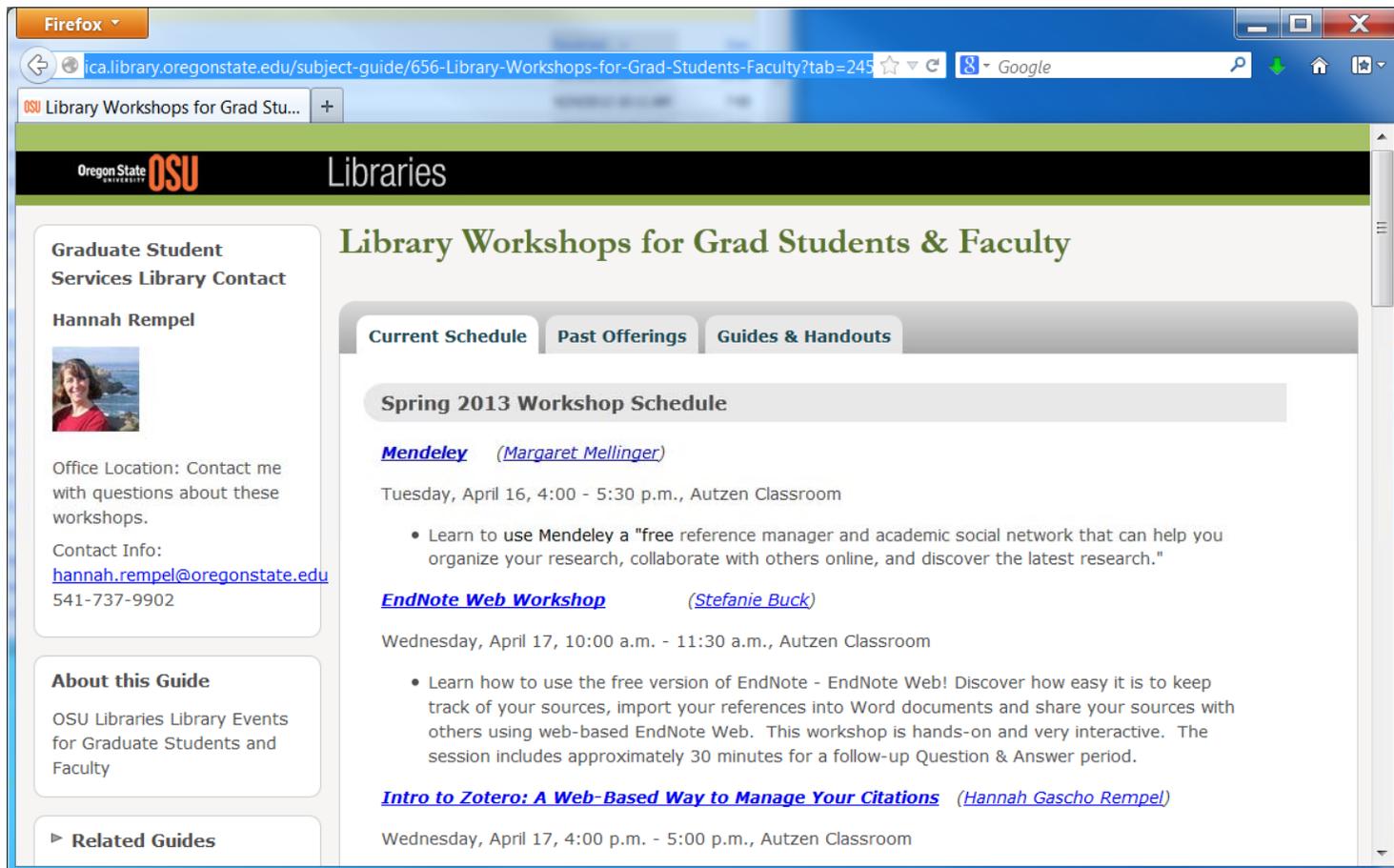
Professional Development Opportunities

- OSU wide
 - <http://oregonstate.edu/tac/>

The screenshot shows the Oregon State University (OSU) Technology Across the Curriculum (TAC) website. The browser is Firefox, and the address bar shows oregonstate.edu/tac/. The website features the OSU logo and navigation links for Calendar, Library, Maps, Online Services, and Make a Gift. A search bar is located in the top right corner. The main content area is titled "Media Services Technology Across the Curriculum" and includes a navigation menu with links for Home, Webinars and Workshops, How to Use, Student Resources, About TAC, and Contact TAC. Below the navigation menu, there are four columns of links for various services: Adobe Connect, Blackboard, Blackboard Mobile, Blogs and Wikis; Clickers, Media, MediaSpace, Mind Mapping; Online Presence, Plagiarism Prevention, PowerPoint, Prezi; and Qualtrics, StarBoards, Virtual Worlds, Webinars. A central graphic shows a virtual campus map with various buildings and a large orange headset icon. To the right of the map, there are three webinar announcements for May 2013: "TAC Webinar: Introduction to Mind-Mapping" on May 2nd at 3PM, "TAC Webinar: TAC.FM" on May 3rd at 10AM, and "TAC Webinar: PowerPoint Multimedia for PC Users" on May 6th. The footer includes the text "Sococo TAC and CTL are using a software package, Sococo, to collaborate virtually." and a link for "All Stories".

Professional Development Opportunities

- OSU wide - Library



The screenshot shows a Firefox browser window displaying the OSU Libraries website. The URL in the address bar is ica.library.oregonstate.edu/subject-guide/656-Library-Workshops-for-Grad-Students-Faculty?tab=245. The page features the OSU Libraries logo and a navigation menu with tabs for "Current Schedule", "Past Offerings", and "Guides & Handouts". The "Current Schedule" tab is active, showing a "Spring 2013 Workshop Schedule". On the left side, there is a sidebar with contact information for Hannah Rempel, a photo, and links for "About this Guide" and "Related Guides". The main content area lists three workshops:

- Mendeley** (Margaret Mellinger)
Tuesday, April 16, 4:00 - 5:30 p.m., Autzen Classroom
 - Learn to use Mendeley a "free reference manager and academic social network that can help you organize your research, collaborate with others online, and discover the latest research."
- EndNote Web Workshop** (Stefanie Buck)
Wednesday, April 17, 10:00 a.m. - 11:30 a.m., Autzen Classroom
 - Learn how to use the free version of EndNote - EndNote Web! Discover how easy it is to keep track of your sources, import your references into Word documents and share your sources with others using web-based EndNote Web. This workshop is hands-on and very interactive. The session includes approximately 30 minutes for a follow-up Question & Answer period.
- Intro to Zotero: A Web-Based Way to Manage Your Citations** (Hannah Gascho Rempel)
Wednesday, April 17, 4:00 p.m. - 5:00 p.m., Autzen Classroom

<http://ica.library.oregonstate.edu/subject-guide/656-Library-Workshops-for-Grad-Students-Faculty?tab=2451>

Professional Development Opportunities

- CoF

The screenshot shows a Firefox browser window displaying the Forestry Computing Helpdesk website. The address bar shows the URL `helpdesk.forestry.oregonstate.edu/training`. The page header includes the OSU Oregon State University logo and navigation links for Catalog, Calendar, Find Someone, Maps, and A-Z Index. The main heading is "Forestry Computing Helpdesk". Below the heading is a search bar with the text "Search this site:" and a "Search" button. A "Main menu" is visible on the left side, listing various services and resources. The main content area is titled "Computing Training and Education" and contains information about workshops, including a note for PNW Employees and registration requirements. At the bottom of the page, there is contact information for the Forestry Computing Helpdesk and a copyright notice for 2010 Oregon State University.

Firefox

helpdesk.forestry.oregonstate.edu/training

OSU Oregon State University

Catalog | Calendar | Find Someone | Maps | A-Z Index

Forestry Computing Helpdesk

Search this site: Search

Main menu

- Home
- Computing Services
- Software Support
- Facilities
- Training
- Policies
- About Us
- Contact
- College of Forestry Home

Computing Training and Education

All of the following College of Forestry workshops are open at no charge to members of the OSU Forestry community. When space is available, workshops are open to other members of the campus community for a fee as noted with each available workshop.

PNW Employees -- If you do not have a Forestry Computing network account, you can still register for workshops but you must also complete an authorization form. Please contact your supervisor or personnel office for more information.

Online Registration requires an active ONID account. For more information or to register as a non-ONID user, contact Jerry Mohr, 737-4256, or via the standard campus e-mail address, Jerry(dot)Mohr(at)oregonstate.edu

(Workshops listed without dates are placeholders for topics that were offered in the past year. When sufficient interest is expressed in a topic, dates will be finalized for workshops of interest.)

Click [here](#) for a list of OSU Library Workshops for Grad Students & Faculty

[Workshops](#)

[On-Line Computer Training and Tutorials](#)

Forestry Computing Helpdesk, Peavy Hall 222
Oregon State University, Corvallis, OR 97331 | (541) 737-2152

Copyright © 2010 Oregon State University | [Disclaimer](#)

Connecting to develweb.fsl.orst.edu...

Professional Development Opportunities

- CoF

Firefox

terra.geo.orst.edu/esri/esri_distrib.html#vc

ESRI Virtual Campus web-bas... x OSU Oregon State Site License Sof... x +

Esri Virtual Campus

Esri has several [web-based short courses](#) in ArcGIS and several application areas!! Several web-based courses are free to OSU students faculty and staff!!! These courses may be completed in as little time as 2 days to 2 weeks. These are NOT courses for university credit. They are continuing education, short courses, meant to supplement or introduce you to basic GIS software skills.

[Click here - for list of available courses](http://training.Esri.com/gateway/index.cfm?fa=aul.premiumCourses) (http://training.Esri.com/gateway/index.cfm?fa=aul.premiumCourses)

Note: Please choose your title and then send that title to one of the support people below, in order to receive a course registration:

- [Curt Onstott](#), for Crop and Soil Science/College of Ag
- [Matt Gregory](#), for the College of Forestry
- [Theresa Valentine](#), for the College of Forestry
- [Mark Meyers](#) for the College of Earth, Ocean, and Atmospheric Sciences
- [Candice-Michelle Weems](#) for E-Campus/CEOAS/HMSC
- [Andrea Wirth](#) for the OSU Valley Libraries or other parts of campus

Course registration codes are good for up to 1 year and you may order as many different courses as you would like.

[ArcGIS Training](#)

There are several training and reference books available for SELF-PACED training. You can [order this and similar books from Esri](#) at a reduced rate under the site license (specify our customer #220417).

[Order ArcGIS Documentation.](#)

SELF-PACED training is available via the [Esri Virtual Campus](#):

In addition, you can often get a year's worth of training by taking ONE WEEK to **attend the Annual Esri Users Conference**. Their workshops and paper sessions are hard to beat. And you can chat with real-life technical specialists at the conference's "Doctor's Office." Not to mention that the conference is always loads of fun! The conference is always held in sunny San Diego in the summer. Info is [on the web](#).

Professional Development Opportunities

Others?

What are your plans?