



e-Bulletin20100901

## **Annual Report of Faculty Activity Deadline: September 24, 2010**

### **File your Annual Report of Faculty Activity by the September 24 deadline.**

All faculty – tenured, tenure-track, nontenure-track – are expected to submit an Annual Report on Faculty Activity by September 24. The administration and TAUP agreed to this in our contract, so we could encourage everyone to be considered for merit awards, using a uniform report form and a uniform submission date. The idea is to reduce the amount of paperwork faculty members have to file every year. Since this is the first time this procedure is being implemented, both TAUP and the administration would like to see it work well, and to be able to make any corrections that are needed.

### **Submitting your Annual Report means money for you.**

If you submit it by the deadline, you will receive the remaining 0.25% of your annual across-the-board raise in base salary, paid retroactive to July 1. This should be added to your pay in October. If you don't submit your report on time, you will forfeit this automatic raise.

The annual report is the faculty merit application. If you don't submit it, you won't be considered for merit. There will be no other way to apply.

### **Don't wait until the last minute – you'll have no time to fix problems.**

The on-line Annual Report is new, and the system may have a few bugs. Some faculty have already told us about problems they have had submitting it. Sometimes certain activities, such as attendance at a conference, may not seem to fit the report's format; in other instances, such as recording meetings with students, very specific information (exact dates and times) is needed, and it may take you some time to gather it. Some faculty have reported that they would like to keep their own copy of the report, but could not see a way to do that. In addition, some faculty have not received confirmation that the report has been successfully submitted. A few faculty didn't realize how important the Annual Report is and submitted it incompletely, finding it "locked down" when they tried to re-open it.

Don't wait until the last minute to try to submit your report: there may not be time to fix problems, making it impossible for you to meet the deadline.

### **Let us know if you have questions or concerns about the Annual Report – we can help.**

If you find that some features of the Annual Report present problems, let TAUP know immediately. We can be a resource for you, by collecting everyone's information about potential difficulties in one place. TAUP will gather your reports of problems or concerns, so that we can present the information to the Vice Provost for Faculty Affairs. TAUP can help you to be successful with your Annual Report, but only if you tell us about any trouble in time for the administration to fix it.

You can reach TAUP by email ([taupaft@aol.com](mailto:taupaft@aol.com)) or phone (215-763-2287 or 215-204-7641).

Thanks, and good luck!

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