**PAR Procedures- 2023 Calendar Year**

1. Each year, tenure-track and tenured faculty complete a Professional Activities form and submit it to department chairs electronically, by January 15 (due date- January 16 in 2024). Supporting documents may be given to department chairs in digital or hard copy format. An updated CV must be appended to all Professional Activities forms.
	1. Tenure-track faculty complete the Professional Activities Record (PAR). \*2nd year faculty complete the PAR early; these reviews are due to the Dean by November 15.
	2. Tenured faculty (including department chairs) submit the PAR once every three years (those whose last names start with A-H submit the PAR in January 2025, I-P in January 2026, and Q-Z in January 2024). In non-PAR years, tenured faculty use the Professional Activities Highlights and Evaluation (PAHE) form, summarizing the most important accomplishments of the year.
	3. Department chairs complete the Professional Activities Highlights and Evaluation (PAHE) (Department Chair) form in non-PAR years to summarize their most important accomplishments of the year.
2. Department chairs use the Professional Activities Evaluation (PAE) form to evaluate faculty who have completed the PAR and the PAHE forms. Chairs type comments into the PAE/PAHE form and share the completed form with faculty.
3. Department chairs meet with faculty to discuss the evaluation. Following the discussion, both the department chair and faculty member sign the PAE/PAHE form. If the faculty member chooses to submit a statement following the evaluation, it should be attached to the signed PAE/PAHE.
4. Department chairs send the following documents to the Arts & Sciences Dean’s Office by February 15 (\*2nd year reviews are due November 15). Please submit all documents electronically.
	1. For all tenure-track faculty, send the PAR outline form, PAR narrative, supporting documents submitted with PAR, CV, signed PAE, and faculty statement (if submitted).
	2. For tenured faculty, send the PAR outline form and narrative (or PAHE in non-PAR years), CV, signed PAE/PAHE, and faculty statement (if submitted). Chairs retain all supporting documents (course evaluations, syllabi, publications, presentations, etc.) in the department office.
	3. For their own evaluation, chairs send the PAHE (Department Chair) and CV.
5. The Dean will attach a summary evaluation to all PAE/PAHEs, make copies of evaluations for faculty files, and return PAR/PAE/PAHE originals and supporting documents to department chairs.