



# Participant Instructions

PRP Participant Annual Performance Report  
2013-2014 Academic Year

## PRP Faculty Participant Annual Performance Report

The PRP Program Booklet for eligible faculty states in the section titled *PRP Satisfactory Performance and Applicable Policies*, "Participants will be required to complete an annual report for their Dean of their duties and other activities and accomplishments. The Dean will examine this report, a report from the Chair of the Department (for those working within a department structure), and other evidence that is relevant to determine whether there are any deficiencies in performance."

### FACULTY PARTICIPANT STEPS

#### **1. PRP faculty participant completes the PRP Annual Performance Report**

Participant is required to complete two sections:

- a. PRP Participant Identification Section (top of page one)
- b. The PRP Annual Performance Report description of activities and accomplishments for the 2013-2014 academic year (page one and top of page two).

#### **2. Faculty participant signs, dates, and returns the PRP Annual Performance Report Form**

- a. Participant signs and dates in the signature section (page two)
- b. PRP participant should keep a copy for their own records
- c. Participant returns the completed form by Monday, June 2nd, 2014, by:
  - delivering it in person to your deans office, or
  - Scanning a copy (attaching it to an email) and sending it to your dean and copying Kirk Dixon in the PRP office at: [kirk.w.dixon@howard.edu](mailto:kirk.w.dixon@howard.edu)

#### **3. Dean Completes Form**

- a. Dean completes the Academic Year 2013-2014 Assessment of Performance (page two).
- b. The Dean indicates on the form (page two) whether the faculty participant's performance was satisfactory or unsatisfactory by circling YES or NO
- c. Dean signs and dates the form

#### **4. PRP Team distributes copies of PRP participant Annual Performance Report**

- a. PRP Team distributes copies of participant PRP Annual Performance Report for the 2013-2014 academic year signed by both the PRP participant and the Dean to PRP participant, Provost, Dean, and department chair.