

Yale University

OFFICE OF THE PROVOST

Date: 19 December 2007

To: Ladder and other Full-time Teaching Faculty
in the Faculty of the Arts and Sciences

From: Andrew D. Hamilton

Subject: Annual Faculty Activity Report

Please find below the URL for the Annual Faculty Activity Report form to be submitted by all ladder and other full-time teaching faculty in the Faculty of Arts and Sciences. This form covers the calendar year 2007 and is due in January each year. The form is used by chairs and the FAS Steering Committee in the annual salary review that begins early in the spring term.

The form is available on the web at: <http://www.yale.edu/fas/html/far.html> and may be downloaded as a word file which can be filled out electronically or on paper. Please complete those parts of the form that pertain to you and convey the completed form (either electronically or on paper) to your department chair by **15 January 2008**.

Department chairs should then forward copies of all reports to their cognizant deputy or associate provost, and Engineering chairs should also send copies to the Dean of Engineering.