Important Notes

1. The Annual Review is based on ‘Academic Year’. This Annual Review covers the AY 2016/17 period (July 2016 - to June 2017).

2. The Annual Review comprises 3 parts: (1) Teaching, Research and Service Activities Reports for the preceding Academic Year 2016/17; (2) Teaching, Research and Service Goals for the current Academic Year 2017/18; and (3) Research Output Report which keeps track of faculty publications and research activities.

3. New faculty who joined this AY 2017/18 only need to complete the Goals section. New faculty will not be assessed for performance bonus or salary increment in January 2018. The complete Annual Review for new faculty will take place in September 2018.

4. Your annual appraisal will be reviewed by your mentor (optional), Divisional Director (*physical meeting) and the Academic Steering Committee.

5. The portal is best viewed on Firefox or Chrome Browser.
## Important Dates

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITIES</th>
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</thead>
<tbody>
<tr>
<td>Sept 4&lt;sup&gt;th&lt;/sup&gt; – Sept 24&lt;sup&gt;th&lt;/sup&gt; (3 weeks)</td>
<td>Faculty complete and submit self-appraisal report and supporting documents via the online portal. If Faculty choose the option of sending their reports to their Mentor, this and any revision of reports should be completed during this 3-week period</td>
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<tr>
<td>Sept 25&lt;sup&gt;th&lt;/sup&gt; – Oct 23&lt;sup&gt;rd&lt;/sup&gt; (4 weeks)</td>
<td>Divisional Directors meet with individual faculty and complete their assessments.</td>
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<tr>
<td>Oct 24&lt;sup&gt;th&lt;/sup&gt; – Nov 10&lt;sup&gt;th&lt;/sup&gt; (3 weeks)</td>
<td>Academic Steering Committee review final reports.</td>
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<tr>
<td>Nov 10&lt;sup&gt;th&lt;/sup&gt; – Nov 17&lt;sup&gt;th&lt;/sup&gt; (1 week)</td>
<td>Discussions by Academic Steering Committee with Divisional Directors.</td>
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<tr>
<td>Dec 2017 – Jan 2018</td>
<td>Dean of Faculty/Divisional Director meets individual faculty to discuss performance review and goals.</td>
</tr>
<tr>
<td>By mid Jan 2018</td>
<td>Faculty will receive their letters on salary adjustment and performance bonus (if applicable).</td>
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</tbody>
</table>
Login with NUS Net ID

- [https://faculty-review.yale-nus.edu.sg](https://faculty-review.yale-nus.edu.sg) (Browsers – Google Chrome and Firefox)
Faculty Dashboard

Faculty Review System

ANNUAL REVIEW FOR ACADEMIC YEAR 2016/17
01 JUL 2016 - 30 JUN 2017

Sample Notice to Faculty

Important Dates

TIMELINE

Activities Reports
Teaching, research and service activities for AY 2016/17.

Goals
Set your goals for next academic year (AY 2017/18).

Supporting Documents
Upload latest Curriculum Vitae, Student Course Evaluation Forms, Peer Reviews (if any), and any other documents.

Check this box to enable your mentor (YNMENTOR1) to view and comment on your appraisal (optional).

Click here to preview your annual review

SUBMIT ANNUAL REVIEW

Previous Year’s Review

Annual Review AY2015/16
Submitted on 03 July 2017 | Download Appraisal | View Appraisal |

Your journey starts at Yale-NUS College
Activities Report (Teaching, Service, Research)

- **Faculty** are to complete the sections on Teaching, Service and Student Advising and Research Narrative. Faculty can refer to the goals they set last year (on the right of the screen).

- **Faculty who have just joined in AY2017/18** – to leave this blank.
Faculty holding administrative appointments (EVP, Dean, Associate Dean, Rector Director, Deputy Director, Associate Director) are advised to fill-in necessary information on their responsibilities and accomplishments.
Goals (Teaching, Service, Research)

- **All faculty** are required to set their goals on Teaching, Service and Student Advising and Research.
Goals (Administrative Task)

- Faculty holding administrative appointments (EVP, Dean, Associate Dean, Rector Director, Deputy Director, Associate Director) are advised to set their action plans or goals for their roles.
Supporting Documents

- **Faculty** can add/remove supporting documents. It is **mandatory** to upload the Latest CV.
- Course evaluations for AY2016/17 can be accessed via the provided link to the Campus Labs portal.
Supporting Documents

- Uploading latest Curriculum Vitae
This is an online database where Faculty can keep records of their research publications and activities. Faculty can update their records on a regular basis as the system is open throughout the year.

Faculty are to fill in all the applicable sections of the Research Output Report.
Sample of adding **Book Publication to Research Output Report** – the steps will be the same for all other sections of Research Output Report.

If there are any changes to the dates or other information of the publications, faculty can update the records by editing them from the table listing.
Faculty can preview their Annual Review Report before submitting it to their Mentor (optional) and/or Divisional Director.
Submit your Annual Review

- **Faculty** should consult their Mentor offline to review their report if they want to incorporate the mentor’s inputs in their Annual Review report prior to submitting to their Divisional Director (DD).

- Faculty can choose to include the Mentor when submitting their Annual Review to the DD.

- Regardless of whether a Mentor is chosen, the report will be sent to the DD who can start the review in the absence of the Mentor’s inputs (if chosen) with effect 24 Sep. Mentors are strongly encouraged to provide their input by 23 Sep before the deadline for faculty to submit to the Divisional Director.

- The Mentor’s inputs will be viewed by both faculty and DD.

- A **confirmation pop-up message** will appear to let Faculty know the missing sections on their review report. Faculty can either “Confirm” to submit or “Cancel” to go back and fill in the missing information.
Faculty can only view and download their Annual Review Report once it has been submitted.
Mentors are advised to provide their general comments only in the text box after the Goals section.
Once Mentor and Divisional Director submit their assessments, Faculty can view the comments.
Annual Review Completed

- **Divisional Director** completes the assessment and submits it to the **Academic Steering Committee** for final assessment.
- Once the **Academic Steering Committee** completes their evaluation, Faculty’s dashboard will show the message below.