**SUNY Plattsburgh Annual Activity Report**

**Library Academic Employees**

Report Period

**NOTE: Eligibility for discretionary salary award (DSA) based on merit is contingent upon the submission of a completed Annual Activity Report by September 1. The availability of DSAis contingent upon a negotiated and signed collective bargaining agreement. All questions must be answered.**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

1. **Professional Effectiveness**:
   1. Describe your contributions and achievements to the functional unit that you are assigned including your contributions to meeting unit initiatives.
   2. Describe any additional program and or projects that have resulted in enhanced services to the library’s community of users. If you are currently working on such a project, describe its current status.
   3. Describe your contributions and achievements to program groups or library faculty committees.
2. **Contribution to Teaching & Learning:**
   1. List course information for:

|  |  |  |  |
| --- | --- | --- | --- |
| **Semester** | **Course, TitleNumber & Section** | **Credit**  **Hours** | **Final Number of**  **Students Enrolled** |
| Fall |  |  |  |
| Spring |  |  |  |

Summarize student evaluation reports

* 1. If you are participating in course-related sessions please provide the following information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Semester** | **Course, Title Number & Section** | **Number of Sessions** | **Number of**  **Students Enrolled** |
| Summer |  |  |  |
| Fall |  |  |  |
| Winter |  |  |  |
| Spring |  |  |  |

Summarize student & faculty evaluation reports

1. List activities pursued to enhance and/or steps you took to improve the quality of student learning.
2. List any faculty development related to teaching that you participated in over the last year (e.g., Center for Teaching Excellence, instructional technology workshops, on-line webinars, other professional venues, mentoring, etc.)
3. List your contributions to instruction in college-wide programs such as General Education, Writing Across the Curriculum, area studies, international education, service learning, retention and enrollment initiatives, and assessment**.** You may wish to note curriculum design, methods of pedagogy, or work with colleagues within or outside the college.
4. List any additional experiential learning opportunities you sponsored, such as cooperative education, internships, independent studies, field experiences, international programs, undergraduate research, service learning, etc.
5. Courses developed or revised (with dates)
6. **Scholarly Ability and Mastery of Subject Matter (List activities under a-e, where appropriate):**
   1. Publications (with appropriate bibliographic data, pages, dates, etc.):
      * 1. Books or book chapters
        2. Referred or invited articles
        3. Non-referred articles
        4. Invited or other publications (describe type)
   2. Papers presented at professional meetings (Title, Name of Organization, nature of meetings, dates: national, regional, or local citations, if applicable):
      * 1. Referred or reviewed
        2. Non-Referred
        3. Invited
   3. Productions, Concerts, or Exhibitions (with dates: National, Regional, or Local)
   4. Grants submitted to External (non-SUNY and non-NYS/UUP) sponsors
   5. Other professional activity (List specifics, e.g., Public Lectures, Consultations, Preparation of Grant Reviews, etc.)
7. **Effectiveness in University and Community Service:**
   1. Departmental, College or University Service (with dates and your contributions to the committees):
   2. Professionally-related community service:
   3. Service to the profession:
   4. Any community service not included above (i.e. membership on boards, community organizations, etc.).

**Continuing Growth:** Honors, awards; advanced degrees, and licenses, etc. (list with dates)

1. **If DSA fun**ding is available, do you want to be considered for a discretionary salary award?

Yes No **Explain why:**