SUNY Plattsburgh Annual Activity Report

**(Non-Librarian) 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 DSA is contingent upon a negotiated and signed collective bargaining agreement. All questions must be answered.**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Contribution to teaching and learning (Effectiveness in Teaching)**

 a. List course information for:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester/Yr** | **Course, Title****Number & Section** | **Credit****Hours** | **Contact****Hours** | **Final Number of****Students Enrolled** |
| Fall |  |  |  |  |
| Spring |  |  |  |  |

 Undergraduate Advisement/Number of advisees and any special activities in student advisement:

Although not required, Student evaluative reports, such as COS or departmentally approved student course assessment instruments, will factor into consideration of DSA decisions. Summarize your data here.

 b. List activities you pursued to enhance teaching and/or steps you took to improve the quality of student learning.

 c. List any faculty development related to teaching that you participated in over the last year (e.g., Center for Teaching Excellence, instructional technology workshops, conferences, on-line webinars, other professional venues, mentoring, etc.)

 d. List your contributions to instruction in college-wide programs such as General Education, Writing Across the Curriculum, Honors Program, area studies, interdisciplinary studies, etc. You may wish to note curriculum design, methods of pedagogy, or work with colleagues within or outside the college.

 e. List any additional experiential learning opportunities you have created for students, such as cooperative education, internships, independent studies, field experiences, international programs, undergraduate research, and service learning, etc.

 f. Courses developed or revised (with dates):

 g. Graduate Studies (if applicable)

 1. Number of graduate students for whom you were advisor \_\_\_\_\_

 2. Number of theses completed under your direction during this period. \_\_\_\_\_ M.A./M.S.

 3. Number of students with whom you worked on capstone and/or summative portfolios.

**2. Scholarly Ability & Mastery of Subject Matter (List activities under a - e., where appropriate):**

 a. Publications (with appropriate bibliographic data, pages, dates, co-author with full citation, etc.):

 1. Books or Book chapters:

 2. Refereed articles:

 3. Non-refereed articles:

 4. Book reviews or other publications (describe type):

 b. Papers presented at professional meetings (Title, Name of Organization, nature of meetings, dates, national, regional or local citations, if applicable):

 1. Refereed

 2. Non-refereed

 3. Invited

 c. Productions, concerts or exhibitions (with dates, National, Regional or Local):

 d. Grants submitted to external (Non-SUNY and Non-NYS/UUP) sponsors:

 e. Other professional activity (List specifics, e.g., Public Lectures, Consultations, Preparation of Grant Reviews, etc.):

**3. University and Community Service.**

 a. Departmental, College or University Service (with dates and your contributions to the committees):

1. Professionally-related community service:
2. Service to the profession:
3. Any community service, not included above (i.e., membership on boards, community organizations, etc.)

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

 dates)

**5. If DSA funding is available, d**o you want to be considered for a discretionary salary award? Yes \_\_\_ No