**SUNY Plattsburgh Annual Activity Report**

**Professional 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Activity Reports should relate to the duties, responsibilities and objectives of the position, which the professional employee occupies. These criteria for reporting such activity include, but are not limited to the following:

**1. Effectiveness in Performance**

As demonstrated, for example, by assigned duties, efficiency, productivity and relationship with   
 colleagues.

**2. Mastery of Specialization**

As demonstrated, for example, by degrees, licenses, honors, awards and reputation in your professional field(s).

**3. Professional Ability**

List activities you pursued to enhance and improve the quality of your normal professional area(s) of responsibility:

**4.** 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.).

**5. Continuing Growth**

a. For example, continuing education, participation in professional organizations, enrollment in and completion of training programs, which led to improved job performance and responsibility.

(e.g., Center for Teaching Excellence, instructional technology workshops, on-line webinars, other professional venues, mentoring, etc.)

**6.** If DSA funding is available, do you want to be considered for a discretionary salary award?

Yes No