SUNY Plattsburgh Annual Activity Report

**(Non-Librarian) Academic Employees**

 Report Period **9/1/15 – 5/31/16**

**NOTE: The Annual Activity Report must be completed and submitted each year in accordance with Article VI of the *Performance Reviews of Academic Employees: An agreement between State University of New York College of Arts and Sciences at Plattsburgh and United University Professions*, Third Edition, July 2005. Eligibility for discretionary salary award (DSA) based on merit is contingent upon the submission of a completed Annual Activity Report by September 1st. Please note that, beginning Spring Semester 2016, the Annual Activity Report will be due on Wednesday, May 25, 2016. All relevant 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 |  |  |  |  |

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

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

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

 e. 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.)

 f. 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.

 g. 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.

 h. Courses developed or revised (with dates):

1. Graduate Studies (if applicable)
2. Number of graduate students for whom you were advisor
3. Number of theses completed under your direction during this period. M.A. / M.S.
4. Number of students with whom you worked on capstone and/or summative portfolios.

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

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

 i. Books or Book chapters:

 ii. Refereed articles:

 iii. Non-refereed articles:

 iv. 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