**SUNY Plattsburgh Annual Activity Report**

**Library Academic Employees**

Report Period **May 26, 2016 thru May 24, 2017**

**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 5/24/17 and the terms and conditions of the collective bargaining agreement. Please note that the Annual Activity Report will be due on Wednesday, May 24, 2017. All relevant 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:

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

Summarize student opinion surveys:

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

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

 Summarize student & faculty opinion 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 for the past five years, where appropriate):**

Please list scholarly achievements in the tables below. Each item should be listed in the appropriate table, following the format in the sample entry. For ease of aggregation across departments, list the department identifier in the first column and the category in the second. Include items *completed* from 9/1/12-5/24/17. In press, in progress, accepted, etc., activities **ARE NOT** to be included.

Books (Bks)

Books Chapters (Bk Chap)

Refereed Articles (Ref Art)

Other Articles/Reviews/Published Abstracts/Book Reviews/Illustrations (Other Art)

Encyclopedia and Reference Essays (Enc)

Refereed and Professional Presentations (Ref Pres)

Other Presentations (Other Pres)

Exhibitions, Plays, Concerts: Local and Regional (Exh Loc)

Exhibitions, Plays, Concerts: National and International (Exh Nat)

Original Compositions (Orig Comp)

Audio and Video Recordings (Audio Vid)

**Books**

Book titles should be in italics. If there are multiple authors, please list the faculty member first in bold type, followed by other authors on a separate line in parentheses, using regular type.

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| --- | --- | --- | --- | --- |
| Dept | Category | Author(s) | Title | Date and reference information |
| ANT | Bks | **Moose, Bullwinkle**(Squirrel, R.T.F.) | *This Time for Sure*  | YYYY. Frostbite Falls: Wassamatta University Press |
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**Book chapters**

Chapter titles should be in quotations. Book titles should be in italics. If there are multiple authors, please list the faculty member first in bold type, followed by other authors on a separate line in parentheses, using regular type.

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| --- | --- | --- | --- | --- |
| Dept | Category | Author(s) | Title | Date and reference information |
| LAS | Bk Chap | **Finch, Sidd** | “Memoirs of Pitching in Tibet.” | YYYY. In: *The Travelling Team,* Ed. G. Plimpton, New York: Metropolitan Press, pp. 11-25. |
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**Refereed Articles**

Article titles should be in quotations. Journal titles should be in italics. For online journals, please list doi if available. If there are multiple authors, please list the faculty member first in bold type, followed by other authors on a separate line in parentheses, using regular type.

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| --- | --- | --- | --- | --- |
| Dept | Category | Author(s) | Title | Date and reference information |
| CRI | Ref Art | **Tracy, Richard** | “Two Way Wrist Radios in American Criminology.” | YYYY. *Advances in Radiotelemetry* 30(2)125-130. |
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**Other Articles/Reviews/Published Abstracts/Book Reviews/Illustrations**

Item titles should be in quotations. Book and journal titles should be in italics. For online journals, please list doi if available. If there are multiple authors, please list the faculty member first in bold type, followed by other authors on a separate line in parentheses, using regular type.

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| --- | --- | --- | --- | --- |
| Dept | Category | Author(s) | Title | Date and reference information |
| PHY | Other Art | **Van Pelt, Lucy** | “Techniques in Accelerated Football Removal.” | November YYYY. *Football Digest,* pp. 14-16. |
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**Encyclopedia and Reference Essays**

Article titles should be in quotations. Encyclopedia titles should be in italics. For online journals, please list doi. If there are multiple authors, please list the faculty member first in bold type, followed by other authors on a separate line in parentheses, using regular type.

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| --- | --- | --- | --- | --- |
| Dept | Category | Author(s) | Title | Date and reference information |
| PSY | ENC | **Poppins, Mary** | “Family Dysfunction in Upper Class Households” | YYYY. *Encyclopedia of Child Development.* C. Boom (Ed.) London: Morrow Press. |
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**Refereed and Professional Presentations**

Presentation titles should be in quotations. If there are multiple presenters, please list the faculty member first in bold type, followed by others on a separate line in parentheses, using regular type.

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| --- | --- | --- | --- | --- |
| Dept | Category | Author(s) | Title | Date and conference information |
| BIO | Ref Pres | **Stein, Frank N.** | “Where’s the Rest of Me?” | December, YYYY. Central European Conference on Biomechanics, Gravenstein, Transylvania. |
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**Other Presentations**

Presentation titles should be in quotations. If there are multiple presenters, please list the faculty member first in bold type, followed by others on a separate line in parentheses, using regular type.

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| Dept | Category | Author(s) | Title | Date and venue information |
| ENG | Other Pres | **Wagstaff, Quincy** | “Whatever It Is, I’m Against It.” | August, YYYY. Huxley College Colloquium Series, Darwin, NY. |
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**Exhibitions, Plays, Concerts: Local and Regional**

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| --- | --- | --- | --- | --- |
| Dept | Category | Author(s) | Role | Date and venue information |
| MUS | Exh Loc | **Pavarotti, Luciano** | Featured soloist, “Yodelmania 2014.” | May, YYYY. Lake Placid Cultural Series, City Hall, Lake Placid, NY. |
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**Exhibitions, Plays, Concerts: National and International**

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| --- | --- | --- | --- | --- |
| Dept | Category | Author(s) | Title | Date and venue information |
| THE | Exh Nat | **Schwarzenegger, Arnold** | Actor in title role, “Annie!” | October YYYY. Presidential command performance, Kennedy Center, Washington, DC. |
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**Original Compositions**

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| Dept | Category | Composer(s) | Title | Date and reference information |
| MUS | Orig Comp | **Gore, Albert** | “Let Your Freak Flag Fly.” Composition for electric guitar and drums. | August, YYYY. Hair Metal Publishers, 2:00. |
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**Audio and Video Recordings**

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| --- | --- | --- | --- | --- |
| Dept | Category | Author(s) | Title | Date and reference information |
| CMM | Audio Vid | **Nixon, Richard** | “Eighteen Minute Hum” | Fall YYYY. Recordings of Dean and Haldeman discussing Watergate break-in. SUNY Plattsburg’s Special Collection Library.  |
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1. **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 funding is available, do you want to be considered for a discretionary salary award?

Yes No