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The College at Brockport
State University of New York
Office of Academic Affairs

ANNUAL REPORT AND REVIEW OF FACULTY

Academic Year Dates

NAME _____ RANK _____

DEPARTMENT/UNIT _____

Required of Faculty teaching 0.5 FTE or more _____ Optional for Faculty teaching <0.5 FTE) _____

Information provided should be for the current academic year and previous summer. Please include specific dates for professional activities and achievements. **Report of summer activities is optional.**

TEACHING

I. Courses taught

Scheduled Teaching

These data will be uploaded from Banner. There is a unique entry for each course taught.

Course XYZ 123 **COURSE NAME**

Credits ____ Enrollment ____

The grade distribution now includes +/- as follows

Grade Distribution: A ____ A- ____ B+ ____ B ____ B- ____ C+ ____ C ____ C- ____ D+ ____ D ____ D- ____ E ____

IAS#1 _____ IAS#2 _____ IAS#3 _____ IAS#4 _____

Some departments use supplemental evaluations of teaching. These are numerical. Since they vary, we need to have a place for each course that allows the individual user to add X number of questions. This would create a list of 1 through X with a space to enter the numerical data for each question.

Supplemental Department Evaluations

II. Other Instruction-related Responsibilities

Numbers of each type of involvement

Fall 20XX

Spring 20XX

Directed studies taught: Independent

studies sponsored: Internship and

practicum supervision: Undergraduate

thesis or projects: Graduate thesis or

projects:

Other special projects:

Describe other special projects

This is a text box with a limit of 400 words.

III. Advisement

Number of Assigned Advisees Fall 20XX _____ Spring 20XX _____

Discuss your approaches and strategies in the area of advisement, and in actively promoting student success.

This is a text box with a limit of 200 words.

IV. Reflective Statements on Teaching

The following 7 questions replace the single Faculty Narrative, Reflective Statement on Teaching. Each question has its own text box with a 200 word limit. The prompts in brackets [], do not show on the final report.

i. Please reflect on how you challenged students academically this year.

[You might comment on any of the following as appropriate: the amount of time and effort students put into preparation for class; assigned readings; writing reports and papers; requiring students to engage in activities that require analyzing, synthesizing, applying theories, and making judgments; academic standards that **compel** students to work harder than they thought possible; and/or the degree to which you emphasized spending time on academic work.]

ii. Please reflect on how your pedagogical methods encouraged learning.

[You might comment on any of the following as appropriate: **how the content and assignments of the course promoted student success**; encouraging students to ask questions and contribute to class discussions; requiring class presentations; requiring students to work with other students on class projects; having students tutor or evaluate the work of other students; **strategies for active and/or collaborative learning**; requiring a community-based project; and/or encouraging students to discuss the course ideas with others outside of class.]

iii. Please reflect on how you interacted with students outside of class this past year in academically enriching activities.

[You might comment on any of the following as appropriate: talking about career plans with students; discussing course ideas outside of class with students; **discussing grades or assignments with students, and working with students on a research project**]

iv. Where applicable please reflect on how you helped provide a supportive campus environment this past year.

[You might comment on any of the following as appropriate: providing support to students to be successful academically and socially; being available to students outside of class; providing extra help and periodic review sessions; providing timely and copious feedback to students; and/or contacting students who are struggling with academic or non-academic responsibilities as soon as possible.]

v. Where applicable please reflect on how you provided students with an educationally enriching environment this past year.

[You might comment on any of the following as appropriate: **working with students on activities unrelated to coursework (committees, student-life activities)** providing opportunities for students to have serious conversations with other students who are different in terms of race, ethnicity, religious beliefs, political opinions, or values; using technology to discuss or complete assignments; and/or utilizing or encouraging internships, field experiences, foreign language study, study abroad, community service, independent study or culminating experiences.]

vi. _____ If you made significant revisions to your courses, please describe them as well as the rationale behind such changes (e.g., student feedback/assessment, disciplinary changes, professional development activities, peer evaluation, accreditation demands, personal reflection, etc.).

vii. Describe assessment activities for your courses this year, focusing on those that relate to stated course learning objectives, discussing your approach and challenges. Discuss changes you intend to make based on this assessment data.

SCHOLARSHIP, RESEARCH AND CREATIVE ACCOMPLISHMENTS

Please provide full bibliographic citations to all published work.

Peer-reviewed and adjudicated scholarly and creative products [this includes books, book chapters, journal articles, conference proceeding papers, choreography, theatrical productions and performances and exhibits].

Any published item identified as peer reviewed under Artistic and Pro Performances/Exhibits, Intellectual Contributions or Intellectual Property should appear here.

Externally-funded projects or grants [Do not include awards from The College at Brockport-funded program]. Any externally funded grants or contracts should appear here.

Presentations [this includes all presentations given in venues external to Brockport]

All external presentations should appear here.

Non peer-reviewed or adjudicated scholarly and creative products.

Any published item identified as non-peer reviewed under Artistic and Pro Performances/Exhibits, Intellectual Contributions or Intellectual Property should appear here.

Work in progress [this includes work in progress for any of the above categories]

Anything not published or funded should appear here.

Internal Grants, Publications and Presentations

Internal College work should go here.

There should be a check box in all of the relevant Scholarship categories to indicate internal to Brockport.

“Scholarship, Other” has been eliminated.

Reflective Statements on Scholarship

The following 2 questions replace the single Faculty Narrative, Reflective Statement on Scholarship. Each question has its own text box with a 200 word limit.

Please reflect on the significance and impact of your scholarly accomplishments this year **including, but not limited to, how your scholarship informed your teaching.**

Please comment on your scholarly plans for next

year.

COLLEGE, COMMUNITY, AND PROFESSIONAL SERVICE

Do not simply list your committee memberships or other activities. Please specify your role and key accomplishments.

- I. Departmental service (other than advising)
- II. College service
- III. Public and community service (must be related to area of professional expertise)
- IV. Service to the discipline or profession (work in professional organizations. etc.)
- V. Other civic engagement

This is added as another option for service, replacing "Service, Other."

All entries into any service category should show the responses written in the Responsibilities and Accomplishments text boxes following the item entry.

Faculty Contributions to College Diversity Efforts

[You might comment on any of the following as appropriate: building diversity into the curriculum, advancing scholarship in diversity through teaching by sharing understanding and findings with professional peers and students, facilitating cultural competency training for students and professional peers, building diversity into the research topic/project, serving on department and college diversity committees, engaging with underrepresented students out of the classroom, active engagement in diversity programs across campus]

This is a 200 word text box. The prompts in brackets [] do not show on the final report.

Department Chairperson's/Director's Review and Commentary

_____ Chairperson's/Director's comments have been reviewed by the faculty member

Dean's Review and Commentary

_____ Dean's comments have been reviewed by the faculty member