Office of the Provost and Vice President for Academic Affairs

**Annual Faculty Report**

Name:

Department:

Current Rank:

Date:

Reporting Period: 2023 Calendar Year

This is due to your chair by February 15, 2024.

1. **Effectiveness in Teaching**

Please review the official information on courses you taught. Note that fall SEI data may not yet be available. You can find the information in my.newpaltz.edu: Faculty services > Teaching Menu > Class rosters (select by term) - *see course and enrollment*.

1. Is the information on courses taught consistent with your understanding of what you taught? If not, please describe any errors.

Please respond to B or C (but not both).

1. If you taught a course in the spring that you have taught before and you made major changes to the spring 2023 iteration of that course, please describe for that *one* course (presumably in more than one sentence):
* Ways in which the new iteration of the course differs from previous iterations;
* Your reasons for making those changes; and
* The outcome/impact of those changes.

If easier, attach a separate document with this information.

1. If you didn’t make major changes to any course taught in spring 2023, for *all* courses taught in spring:
2. If you have taught the course before, please describe (one sentence for each bullet is enough):
	* One or two ways in which the most recent iteration of the course differs from previous iterations;
	* Your reasons for making those changes; and
	* The outcome/impact of those changes.
3. If you have not taught the course before (because it is new to you or new altogether), please describe any part of the course that did not go as planned and how you might change the way you teach it in the future (again, in about three sentences).
4. For all terms (winter, spring, summer, fall), list the names of the *undergraduate* students you engaged in independent study, fieldwork, research experience, or as a thesis/project supervisor (credit-bearing or required for the student but for which you get no compensation).

Winter 2023

Spring 2023

Summer 2023

Fall 2023

For all terms (winter, spring, summer, fall), list the names of *graduate* students you engaged in independent study, fieldwork, research experience, or as a thesis/project supervisor (credit-bearing or required for the student but for which you get no compensation).

Winter 2023

Spring 2023

Summer 2023

Fall 2023

1. List any additional teaching activities, e.g. guest or substitute lectures on campus, teaching observations of others, etc. (Master classes, professional development, curriculum development, etc. are addressed below.)
2. If you missed any class or classes (whether for inclement weather or for a personal or professional reason – there is no need to give the reason), please describe when and how you made up the missed class time.
3. **Scholarly Ability**

Attach an updated CV based on the template found [here](https://www.newpaltz.edu/media/academic-affairs/curriculum_vitae_gdlines_rev_fall_2012.pdf). For the purposes of this report, it is most important that Sections IV-VII and IX are up to date. On your CV, please highlight any work that is newly completed or any work that is listed as In Progress for the first time in the 2023 calendar year.

In addition to the usual bibliographic information, for each scholarly entry on your CV, please include the following information:

1. For work that is peer reviewed, indicate: by blind review or anonymous jury, by an organizing committee of some sort, or by an editor or organizer, i.e. an individual.
2. For all work, if it is co-authored or co-created, indicate:
3. What was your role in the work?
4. What percentage of the total work did you do?
5. What is your relationship with others you worked with, i.e. are they professional colleagues, undergraduate or graduate students, your PhD/post-doc supervisor, etc. (Note that lead-author conventions differ by field so author order alone won’t necessarily reflect this information.)
6. For all work, indicate if it was invited. That fact alone reflects your professional stature. Note that invited publications may or may not be subject to additional peer review.
7. Presentations, including master classes, may be peer-reviewed or not, invited or not.
8. **Effectiveness of University Service**

Official information on your assigned advisees can be reviewed here. In my.newpaltz.edu: Faculty services > Advising Menu > Advising Lists (select by term) - *see advisees by type.* Remembering that a semester is 15 weeks, please answer the following questions:

1. After reviewing the official assigned list of advisees, how many students (undergraduate and graduate) do you think you are actually advising? Do not include any students listed above in D under Effectiveness of Teaching.
2. Approximately how many hours in total did you spend advising students in each of the past two semesters? Describe how this work was spaced out; that is, was it spread throughout the semester or was it concentrated in a few days or weeks? (This advising may have occurred during regular office hours or not.)
3. Committee work and professional service
4. Please list all department or college/school committees on which you serve (only major commitments should also be listed in VIII on your CV). For each, indicate:
5. If you have a leadership or other named role;
6. Averaging over a full semester, approximately how many hours a week do you spend on the work of this committee?
7. If you were the committee chair, please describe outcomes from the committee, e.g. reports, decisions that are passed on, etc.
8. New or continuing role for you
9. Please list all university or SUNY committees on which you serve (only major commitments should also be listed in VIII on your CV). For each indicate:
10. If you have a leadership or other named role.
11. Averaging over a full semester, approximately how many hours a week do you spend on the work of this committee?
12. If you were the committee chair, please describe outcomes from the committee, e.g. reports, decisions that are passed on, etc.
13. New or continuing role for you
14. Please list all administrative roles you have for your department, the university, SUNY, and professional organizations. For each, indicate:
15. The role
16. Averaging over a full semester, approximately how many hours a week do you spend on this work?
17. If you are compensated (release time or additional pay)
18. New or continuing role for you
19. List any service to your department, the university, or your field that is not included above, e.g. developing a new course or curriculum, formal mentoring for junior faculty, reviewing for a journal, organizing a conference, representing the department at Open House or other events, etc. Indicate if you are compensated for this work (release time or additional pay).
20. List service to student organizations. Indicate if you are compensated (release time or additional pay).
21. List service to community organizations. Indicate if you are compensated (release time or additional pay).
22. List professional organizations where your membership is current.
23. **Continuing Growth**

List any of the following for the 2023 calendar year: awards or honors received; degrees, certificates, or licenses received; conferences attended (without making a presentation); continuing education, etc.

Describe any future plans related to teaching or service that have not already been described elsewhere. (Note that scholarly work in progress should be described in Section IX of your CV.)

Please note that you will receive a copy of this report next year so that you may reference it when preparing next year’s report. Thanks very much.

Your signature / date (due to your Chair by 2/15/2024)

Reviewed by Chair /date (due to your Dean by 3/15/2024)

Reviewed by Dean / date (due to the Provost by 4/15/2024)

Reviewed by Provost /date