

ACADEMIC FACULTY INFORMATION FORM
For the period September 1, _____ thru August 31, _____

Please note:

- For specific information regarding the Trustees' requirements for evaluation and promotion, please refer to the Faculty Handbook.
- Faculty members should consult with their chair, personnel committee, mentor, and/or dean regarding specific expectations for reappointment and promotion.
- Each item on this form does not necessarily apply to every member, discipline, or department; therefore some items may be left blank.
- Faculty are encouraged to include in their responses information on interdisciplinary and cross-departmental work related to their teaching, scholarship/creative activities, and service.
- This form is in effect for faculty members whose initial appointment date is after July 1, 2019.

General Information

Name _____ Title _____ Department _____

Courses Taught <i>(including Independent Studies, Internships, etc.)</i>	Course Designator or Attribute	Enrollment	Additional Contextual Information

Course Releases (e.g., academic/service leaves and sabbaticals) – credit hours/units received: _____

Describe purpose: _____

Advising - number of advisees _____ Describe your availability, mentoring provided, and methods used to assess advising effectiveness: _____

I. Teaching Effectiveness¹

- A. Methods used to assess teaching effectiveness and reflections on information gathered
- B. Work related to fostering a welcoming and inclusive classroom environment (e.g. syllabus, lesson plans, student evaluations, projects, etc.)

OPTIONAL

- Contributions to General Education
- Integration of instructional innovation or high-impact practices (including applied learning), as well as support of individualized student engagement (e.g. independent studies, theses, etc.), Open Educational Resources (OER), and/or development of Online Courses
- Additional information regarding teaching effectiveness or growth not included above

II. Scholarly Ability¹, Creative Endeavors, and Continuing Professional Growth¹

- A. Mastery of Subject Matter¹ - as demonstrated by such things as advanced degrees, licenses, honors, awards, and reputation in the subject matter field
- B. Research and other scholarly/artistic activities (indicate juried/refereed activities) including grants proposed/awarded, articles and books submitted/accepted, workshops conducted, presentations at professional meetings, performances, shows or productions directed
- C. Future goals and plans

OPTIONAL

- Professional meetings attended (not as a presenter)
- Professional memberships

III. University Service¹

- A. Service to the department, school, college, SUNY system, and/or your profession as it relates to your disciplinary expertise and/or departmental assignment
- B. Work related to fostering and welcoming an inclusive campus and/or community climate (e.g. committees, workshops, seminars, community check-ins, community outreach, outreach and collaborations with other colleges, etc.)

OPTIONAL

- Service beyond the university setting (e.g., service to the community, state, nation, and/or world)
- Work related to mission-critical college programming and Strategic Plan goals, such as student recruitment and retention

IV. Other Information - Activities not covered above but which you wish to note

Signature/Faculty Member

Date

¹Components defined by the SUNY Board of Trustees that are required for reappointment and promotion