**Welcome to the Online SUNY Buffalo State Individual Professional Staff Information Report.**

Each year, units and departments are asked to submit an annual report indicating the most significant accomplishments and activities of the past year. Please provide the following information to assist your director/chair in preparing the annual report. This information will also be used as request for discretionary salary increase. (Discretionary process is dependent on contract.) Remember that a current performance program and evaluation are also expected to be on file. A copy of this report will be automatically uploaded to your unit's Reporting Workspace in Planning and Self-Study (PSS, formerly Taskstream).

**IMPORTANT INSTRUCTIONS**

*Your annual report link is unique to your email address.*

*Your work will not be saved until you move to the next page.*

*Once the form is submitted, your link is no longer accessible.*

*A template-copy of the annual report form can be downloaded from the*[*Institutional Effectiveness Assessment and Reporting Resources webpage.*](https://institutionaleffectiveness.buffalostate.edu/resources-taskstream-reporting-0)

*This form cannot display a response summary****prior****to submission.  However, as soon as you submit your report, you will see a response summary on your screen with a "download pdf" link.  You will also receive a confirmation email that includes a response summary in the body of the email.*

*You can leave and return to this form any time between now and the deadline.*

Your report must be submitted on or before June 30, 2022.    
The time frame for review (Reporting Year) is July 1 - June 30.

If you have technical difficulties, please contact Tiffany Fuzak at [fuzaktd@buffalostate.edu](mailto:fuzaktd@buffalostate.edu).

Section I: Summary of professional activities and accomplishments for the past year.

Summary of Professional Activities and Accomplishments: EFFECTIVENESS IN PERFORMANCE

Summary of Professional Activities and Accomplishments: CONTINUING GROWTH

Summary of Service to COLLEGE AND COMMUNITY:

Please list the Buffalo State College committees you participated in this year, if any.

Section II: Describe any additional accomplishments or items you wish to highlight for your report.

Additional Accomplishments

Repeated on final page of form:

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When all your responses are final, please click the SUBMIT REPORT button below.