

# Individual Faculty and Librarian Annual Report

## IMPORTANT INSTRUCTIONS

Your annual report link is unique to your email address. You can leave and return to this form from any device, at any time, between now and the deadline. Frequent page breaks are provided to enable the auto-save function. This helps prevent data loss if your connection is lost. Your work is saved in the cloud when you move to the next page. This means, if you enter data but would like to "go back" in the form, first go to the next page to save your work on the current page, then go back. Once the report is submitted, your link is no longer accessible. Please review each section of the form before submitting. 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 are required to submit your report online, however a template-copy of the annual report form can be downloaded from the [Institutional Effectiveness Assessment and Reporting Resources webpage](#). Your report must be submitted on or before June 30. 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) or (716-878-4132). Information submitted in this report will be used in preparing departmental and school annual reports and in consideration for discretionary salary increases (discretionary process is dependent on contract).

All full-time faculty must submit an individual annual report. Each academic department decides whether adjunct or part-time instructors complete the individual annual report. Based on this information, and your status in the last academic year, select the following option that makes most sense to you:

- I would like to complete the full-time faculty and librarian annual report.
- I am a part-time faculty/instructor so I will complete only some of the report sections.
- I do not need to complete an annual report (explain).

[If selecting "I am a part-time faculty/instructor so I will complete only some of the report sections.":]

Which of the following individual faculty annual report sections will you complete (check all that apply):

- Teaching
- Professional Development
- Scholarship, Research & Creative Activity
- Service
- Community Engagement
- Additional Accomplishments

**CURRICULUM & PEDAGOGY**

---

Course Summary

**\*This information is prepopulated with data extracted from Banner. Make any corrections necessary.**

	Fall	Spring	Summer
# courses < 3 credits			
# courses = 3 credits			
# courses > 3 credits			
# grad courses			
# preps (unique course per semester or per year, inclusive of new preps)			
# asynchronous courses			
# synchronous course			
# hybrid courses			
# traditional			
# standard lecture courses			
# lab/studio courses			
# independent study courses			
# individual study students			
# individual study courses			
# course by contract			
# special project			
# UG research			
# internship supervision (courses)			
# internship supervision (students)			
# student teaching (courses)			
# student teaching (students)			
# master's project			
# master's thesis			
# designated applied			
# writing intensive			
# advisees (Faculty handbook)			

Did you have any administrative reassignments?

How many administrative reassignments (course releases) were you granted?

Please explain how you were reassigned and describe any outcome or product of your reassignment:

How many new preps did you teach?

Please indicate any additional TEACHING participation. (Select all that apply.)

- New program development
- Course development/revision
- New course creation
- Professional development participation
- Professional development instructor
- Comprehensive exam coordination
- Other

Please provide further information about these activities:

## ADVISEMENT & MENTORING

---

Estimate your time spent on advisement and mentoring.

	FALL	SPRING	SUMMER
Number of hours spent with Official/Assigned Undergraduate Advisees			
Number of hours spent with Official/Assigned Graduate Advisees			
Number of hours spent with other Undergraduate Students			
Number of hours spent with other Graduate Students			

Please provide any additional information that you would like to share about your advisement and mentoring work:

## INDIVIDUAL INSTRUCTION

---

Estimate your time spent on undergraduate individual instruction.

	FALL	SPRING	SUMMER
Number of hours for Undergraduate Research			
Number of hours for Undergraduate Creative Project			
Number of hours for Undergraduate Independent Study or Course-by-Contract			

Estimate your time spent on graduate individual instruction.

	FALL	SPRING	SUMMER
Number of hours for Master's Theses			
Number of hours for Master's Projects			
Number of hours for Graduate Independent Study or Course-by-Contract			
Number of hours for Interns/Field Experience			

Aside from official changes processed through the College Senate, select the types of changes you made to your curriculum and/or pedagogy in (if any).

Select all that apply.

- Assessment of Student Work
- Class Structure
- Out-of-Class Assignments
- Materials Used
- Pedagogical Change
- Feedback to Students
- Other:
- Not Applicable

Reasons for these changes (select all that apply):

- Course Evaluation Feedback
- Professional Development Experiences
- In-Class Feedback
- Policy Change
- Assessment Results
- Other
- Not Applicable

In what ways did you reinforce classwork with out-of-class requirements?

Please include any student feedback you would like to share from course evaluations, student communication, etc.:

Does the above information accurately represent your teaching load? Please include any additional information you would like to include regarding your teaching.

## PROFESSIONAL DEVELOPMENT & AWARDS

---

How many professional development experiences did you complete?

How many hours of professional development did this include?

Please discuss your professional development in teaching:

How many professional development experiences did you prepare/lead?

How many hours of work did this include?

Please discuss the professional development you prepared and/or lead:

Please discuss any additional accomplishments that you would like to share such as awards, special recognition, promotions, pedagogical work beyond teaching and advising, etc.:

### **SCHOLARSHIP, RESEARCH & CREATIVE ACTIVITY**

Please enter the number for each category, if applicable. Please leave blank if not applicable.

	Number
SUBMITTED Refereed Journal Article	
ACCEPTED or PUBLISHED Refereed Journal Article	
SUBMITTED Non-refereed Journal Article	
ACCEPTED or PUBLISHED Non-refereed Journal Article	
PUBLISHED Books	
Books Under Contract	
PUBLISHED Book Chapters	
SUBMITTED Book Chapters	
Editorships of Books	
Reviewer of Books	
Editorships of Journals	
Reviewer of Journals	
Refereed Book Review	
Non-refereed Book Review	
Invited Presentations	
Professional Association Presentations	
Conference Presentations	
Conference Poster Sessions	
Conference Reviewer	
Other Presentations	
Technical Reports	
Creative Works/Performances	
Displays	
Exhibits	
Thesis/Dissertation Committee Memberships	
ACCEPTED Grants	
SUBMITTED Grants	
MANAGED Grants	

Describe the depth and magnitude of your grant project(s).

Please provide details about your creative works and performances (if applicable).

Please list any scholarly work that is under review:

Please include full citations of ACCEPTED or PUBLISHED work:

Please describe any scholarly service performed:

For the published works (presentations, etc.) you are reporting, how many of your co-authors (if applicable) are Buffalo State UNDERGRADUATE students? Please list their names and major Departments.

For the published works (presentations, etc.) you are reporting, how many of your co-authors (if applicable) are Buffalo State GRADUATE students? Please list their names and major Departments.

Have you participated in Community-Engaged Scholarship?

*Community-engaged scholarship (CES) addresses community-identified needs through research, teaching and service in the creation and dissemination of knowledge and creative expression in furtherance of the mission and goals of the university and in a mutually beneficial collaboration with the community.*

Please include a brief summary of (and/or links to) these scholarship activities.

Please provide any additional Information regarding your Scholarship, Research and Creative Activity that you would like to share:

**SERVICE**

**COMMITTEES**

Committee Name	Dept (D) School (SAS,SOP,SOE,GS) College (BSC) SUNY (SUNY) Community (COM) Profession (P)	Est Hrs for Fall	Est Hrs for Spring	Est Hrs for Summer	Role

In addition to committees, please describe your service-related activities below:

**Expected Service (where applicable) to DEPARTMENT**

	Est Hours - Fall	Est Hours - Spring	Est Hours - Summer	Role
Intellectual Foundations Assessment – intentionally plan for and implement measures of IF Learning Outcomes; report results appropriately, reflect on the data gathered.				
Program Accreditation and/or Program Review – participate in the compilation of evidence and the writing of narrative components for the self-study and/or assisted with campus visits				
Student Recruitment – participated in recruitment efforts				
Student Orientation Events – attend one or more orientation sessions as a department or program representative				
Student Letters of Recommendation				

**Other Service to DEPARTMENT**

	Est Hours - Fall	Est Hours - Spring	Est Hours - Summer	Role
Program Coordination				
Department Chair				
Classroom Participation Day				
Minor Coordination				
Social Media/Marketing for Department				
Interdisciplinary Unit Coordination				
Other:				
Other:				
Other:				

Please provide any additional information regarding your departmental service that you would like to share:

**Service to SCHOOL**

	Est Hours - Fall	Est Hours - Spring	Est Hours - Summer	Role
Campus Leadership Retreat				
Campus Listening Session				
Title:				
Title:				

Please provide any additional information regarding service to your school that you would like to share:

**Service to COLLEGE**

	Est Hours - Fall	Est Hours - Spring	Est Hours - Summer	Role
First-year Convocation				
Commencement				
Admissions Outreach				
Spring Open House				
Fall Open House				
Hosting Campus Event				
Interdisciplinary Unit				
Interdisciplinary Unit Coordination				
College Senate (other than committee)				
Honors Convocation				
Other:				
Other:				
Other:				

Please provide any additional information regarding service to the college that you would like to share:

**Service to PROFESSION**

	Est Hours - Fall	Est Hours - Spring	Est Hours - Summer	Role
Host Professional Conference				
Journal Reviewer				
Journal Editor				
Other:				
Other:				
Other:				

Please provide any additional information regarding service to the profession that you would like to share:

**Service to COMMUNITY**

	Est Hours - Fall	Est Hours - Spring	Est Hours - Summer	Role
Advisory Board(s)				
Community Partnerships				
Bengals Dare to Care				
Other:				
Other:				
Other:				

Please provide any additional information regarding service to the community that you would like to share:

**Service to SUNY**

	Est Hours - Fall	Est Hours - Spring	Est Hours - Summer	Role
Other:				
Other:				
Other:				

Please provide any additional information regarding service to the community that you would like to share:

Please provide any additional information regarding your service-related activities:

**COMMUNITY ENGAGEMENT**

The Civic and Community Engagement Office publishes a list of community engaged/service-learning (SL) courses, Community-Engaged Teaching and Learning | Civic and Community Engagement | SUNY Buffalo State College. If you offered a community-engaged course that is NOT listed here, briefly summarize your service-learning courses below.

	Course	Type of SL Activity, i.e., education, research, community service	Was the SL remote or in-person?	Community Partner(s)
SL Course 1				
SL Course 2				
SL Course 3				
SL Course 4				
SL Course 5				

Please provide any additional information related to your work with service-learning that you would like to share:

**APPLIED LEARNING IN TEACHING**

The following definition is found on the [SUNY Applied Learning website](#):

“Applied learning refers to an educational approach whereby students learn by engaging in direct application of skills, theories and models. Students apply knowledge and skills gained from traditional classroom learning to hands-on and/or real-world settings, creative projects or independent or directed research, and in turn apply what is gained from the applied experience to academic learning. The applied learning activity can occur outside of the traditional classroom experience and/or be embedded as part of a course.”

As a result of attending your course(es) did your students participate in any traditional Applied Learning experiences?

Check all that apply (hover for definitions).

- |                                                   |                                      |
|---------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Clinical Placement       | <input type="checkbox"/> Field Study |
| <input type="checkbox"/> Clinically Rich Practice | <input type="checkbox"/> Internship  |
| <input type="checkbox"/> Community Service        | <input type="checkbox"/> Practicum   |
| <input type="checkbox"/> Creative Works           | <input type="checkbox"/> Research    |
| <input type="checkbox"/> Entrepreneurship         | <input type="checkbox"/> Study Away  |

Did you employ any of the following in-class Applied Learning strategies? Check all that apply.

- Small Group Collaboration
- Student-led Classes
- Project-based Learning
- Other (please list below)

Please describe other in-class Applied Learning strategies.



Did any of the applied learning experiences involve a partnership?

- No
- Yes, a community partnership
- Yes, a campus partnership

Please provide any additional information related to your work with applied learning that you would like to share:

**OTHER COMMUNITY PARTNERSHIPS**

---

Buffalo State defines partnerships as sustained collaboration between institutions of higher education and communities for the mutually beneficial exchange, exploration, and application of knowledge, information, and resources (e.g., research, capacity building, or economic development).

Based on this definition, does your work include community partnerships?

- No
- Yes

Please briefly describe:

What service areas does your community partnership impact (choose all that apply)?

- K-12 education
- Community Health
- Economic Development
- Community-Building

Please describe how your partnerships (including any curricular partnerships) have been impacted by recent national and global events including the COVID 19 pandemic, increased attention to racial justice, the crisis of decreasing trust in American democracy and institutions, and climate change.

**Describe any additional accomplishments or items you wish to highlight for your Annual Report.**

---

When all your responses are final, please click the index icon to be sure each section has been checked. Then, click the SUBMIT REPORT button below.