Annual Activity Report

This form is to be used to report professional activities undertaken since the last evaluation. The information requested on this form is based on the department's merit criteria statements. Use an additional sheet, if necessary.

NAME:

DEPARTMENT:

THIS ACTIVITY REPORT COVERS THE PERIOD _____ THROUGH ___________

Criteria I. Professional Responsibility

This section should provide a broad overview of the year's accomplishments relating to the individual's primary job assignment(s). It should provide evidence that the individual has mastered his or her job and performs it effectively, and is committed to the mission of the University.

A. Assignments, Projects, and Accomplishments

Activities listed in this section should reflect the individual is performing his/her assignment in a manner consistent with the annual assignment and the goals/objectives established by the individual and their supervisor.

B. Lectures, workshops, training, conferences attended

This section should reflect attendance at local, state, regional, national, and international "meetings" related to the individual's job assignment or subject expertise.

C. Library-wide instruction, presentations, demonstrations, speeches given

This section is intended to reflect teaching activities such as library orientation sessions, ALEPH training, ENC 1101 classes, etc.

D. Coursework (degree accruing)

This section includes examples of successfully completed, training, continuing education, or equivalent course
Criteria II. Professional Development and Scholarship

Contributions including scholarly monographs, substantive refereed journal articles, original uses of technologies to solve library problems, and library documents of exceptional quality, completion of a university accredited degree program in subject field appropriate to the individual's assignment, grants and other fund raising efforts.

A. Scholarly Achievement

1) Publications, Creative Efforts, and Works in Progress

Activities listed in this section reflect examples of scholarly contributions to the field, and include (but are not limited to) scholarly monographs, substantive refereed journal articles, articles in respected non-refereed journals. Development of library documents, printed, audiovisual instructional aids, electronic media, and designing other technologies to solve library problems should also be listed.

2) Seminars, Workshops, Conference (invitations and service)

This section should include examples of invitations to present papers, demonstrations, poster sessions and exhibits at professional meetings. Participation at the state, regional, or national level as session moderators, panelists and conference organizers/program planners are also included.

3) Coursework (degree accruing)

This section reflects completion of a university accredited degree program in a subject field appropriate to the individual's assignments should be included.

B. Grants and Other Funding

Listed here are activities where the individual worked on outside funding projects. It includes examples of grant development and proposals, whether successful or not. Include specific role played in preparation of the proposal or its implementation. This section also reflects examples of contributions to the field of librarianship through professional development leave, fellowships, and internships.

C. Other Professional Development and Scholarship Activities

This section includes professional activities not addressed in the above categories and includes such activities as consulting, serving on the editorial board of professional journals, awards and recognition, etc.

Criteria III. Professional Service Activities

Activities in this section should reflect a strong service orientation to the Library, the University, and the
A. Service to the Library

Specific examples of committee assignments (including extent of participation) should be included here. It should also include examples of where the individual has enhanced the operations of the Library through suggestions and constructive criticism.

B. Service to the University

This section includes examples that the individual has provided service to the University through participation on university-wide committees, college or academic departmental programs and endeavors, task forces, senates, or through the planning of university programs and initiatives. It also includes credit courses developed and/or taught by an individual.

C. Service to the State University System.

This section includes examples of service to the State University System through participation on SUS-wide committees and task forces, or research teams, or through planning SUS-wide university programs.

D. Service to the Profession

This section includes examples of contributions to the work of relevant professional organizations and examples of service outside the university in areas appropriate to the individual’s job assignment.

E. Other Service Activities

This section reflects service at the community, state, and regional levels and includes service to public schools.