Office of the Provost and Vice President for Academic Affairs

**Annual Faculty Report**

Name:

Department:

Current Rank:

Date:

Reporting Period: 2024 Calendar Year

This is due to your chair by April 1, 2025. Please answer all sections that reflect the work you actually do. (As long as the information is on the report, do not worry about formatting.)

1. **Teaching**
2. Courses taught [confirmation of system content]

Please review the official information on courses you taught in 2024. 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*.

Is the information on courses taught consistent with your understanding of what you taught? Yes/No

If not, please describe any errors (boxes will expand as you enter text)

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1. Course changes [for accreditation]

Please respond to (i) or (ii), but not both. If neither applies, indicate the reason (mark/highlight one of the following):

[ ]  I was on leave for the entire 2024 calendar year

[ ]  2024 was my first year on campus so all classes were new

[ ]  I did not make any changes to classes I taught in 2024

[ ]  A different reason

1. Major changes to a course

If you made major changes to a course taught in 2024 (spring or fall), for that one course, **attach a document** of up to two pages that describes:

* Ways in which the new iteration of the course differs from previous iterations
* Your reasons for making those changes
* The outcome/impact of those changes (qualitative or quantitative)
1. Minor changes to courses

If you made minor changes to one or more courses taught in 2024 (spring or fall), for up to three courses, please describe (one or two sentences for each bullet should be enough):

* The course number and title
* One or two (small) 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.

Course 1

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Course 2

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Course 3

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1. Did you engage in any **undergraduate** student activities such as independent study, fieldwork, research experience, or as a thesis/project supervisor – credit-bearing or required for the student but for which you receive no compensation? Yes/No [workload]

If yes, list the names of the undergraduate students and the term(s) (the terms are winter, spring, summer, fall):

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| Name/Term |

1. Did you engage in any **graduate** student activities such as independent study, fieldwork, research experience, or as a thesis/project supervisor – credit-bearing or required for the student but for which you receive no compensation? Yes/No [workload]

If yes, list the names of the graduate students and the term(s) (the terms are winter, spring, summer, fall):

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| Name/Term |

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.) [workload]

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1. Did you miss any classes in the last year (whether for inclement weather or for a personal or professional reason – there is no need to give the reason)? Yes/No

If yes, please describe when and how you made up any missed class time. [compliance]

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1. **Advising** [workload]

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 as students you engaged in independent study, fieldwork, research experience, or as a thesis/project supervisor. Number: **\_\_\_\_\_\_**
2. Approximately how many hours in total did you spend advising students in spring and fall of 2024? 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.)

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1. **Service** [workload]
2. Committee work

Please list all department, college/school, university, or SUNY committees on which you serve. For each, indicate:

* If you have a leadership or other named role;
* Was the commitment for only one or for both semesters in 2024? Approximately how many hours a week do you spend on the work of this committee?
* If you were the committee chair, please describe outcomes from the committee, e.g., reports, decisions that are passed on, etc.

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1. Administrative role

Please list all administrative roles you have for your department, college/school,

university, or SUNY. For each, indicate:

* The role
* Was the commitment for only one or for both semesters in 2024? Approximately how many hours a week do you spend on the work of this role?
* If you are compensated (release time and/or additional pay)

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1. Professional organizations

Please describe any work or responsibilities you have for your professional field, e.g., officer of an organization, conference organizer, reviewer or other role for a journal, etc. Indicate if you are compensated for any of this work.

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1. List any academic service that is not included above, e.g., developing a new course or curriculum, formal mentoring for junior faculty, representing the department at Open House or other events, etc. Indicate if you are compensated for this work (release time and/or additional pay).

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1. List service to student organizations. Indicate if you are compensated (release time and/or additional pay).

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1. List service to community organizations. Indicate if you are compensated (release time and/or additional pay).

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1. List professional organizations where your membership is current.

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1. **Continuing Growth**
2. List any of the following for the 2024 calendar year: awards or honors received; degrees, certificates, or licenses received/renewed; conferences attended (without making a presentation); continuing education, etc.

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

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1. **Scholarly and Creative Work (CV)**

Attach an updated CV based on the template found [here](https://www.newpaltz.edu/media/academic-affairs/curriculum_vitae_gdlines_rev_fall_2012.pdf). Please highlight any work that is newly completed or any work that is listed as In Progress for the first time in the 2024 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.
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.

Thanks very much.

Your signature / date (due to your Chair by 4/1/2025)

Reviewed by Chair /date (due to your Dean by 6/1/2025)

Reviewed by Dean / date (due to the Provost by 8/15/2025)

Reviewed by Provost /date