

Dear Faculty,

Annual self-reports summarizing your accomplishments and progress are due August 15th, 2008. One copy should be sent electronically to the Provost and one copy provided to your department chair. Please also include an electronic copy of your CV. The purpose of the self-report is to update your department and the Provost on your activities for the preceding academic year. This year you will need to include the fall of 2007 and the spring of 2008 in the report.

Those faculty who were on paid leave for academic year 2007-08 should submit an annual self-report as their sabbatical report on August 15th.

If you will be on leave in the academic year 2008-2009 you should submit an annual self-report describing the past year's activities UNLESS you were reviewed for tenure and/or promotion in 2007-2008.

Any persons who will be writing a **self-review for evaluation** in the coming academic year 2008-2009 do not need to file an annual self-report; their self-review will take the place of the annual report. This includes:

1. persons who are being reviewed in 2008-2009 for their third year review (under the new by-laws)
2. those being reviewed for tenure and promotion in 2008-2009
3. those scheduled for a 5-year post-tenure review in 2008-2009

Your department chair will review your self-report and meet with you to discuss your progress before the start of the spring semester.

A copy of your self-report will be kept in your personnel file in the Academic building and should not be a part of your evaluation file. The provost's office will keep your self-report in a personnel file that will also contain a copy of your updated CV, your original contract letter, etc.

We have included a self-report guide that outlines areas for discussion in your annual self-report. We ask you to read the guide and use it in formulating your self-report.

Faculty Annual Self-Report Guide

The format below is offered as a guide to help you reflect on your professional development over the last year.

1. (optional) A single paragraph summarizing your accomplishments and scholarly work for inclusion in the “**FACULTY LAURELS**”
2. (optional) A description of an activity or assignment that you do in one of your classes that you think is innovative, exciting, and particularly effective. We are compiling a set of **great teaching examples at SMCM** and would love to include your ideas.

3. Teaching.

Please include the following items in your report:

- a) A summary of teaching evaluations for all courses evaluated in the previous calendar year – this can be a small table
- b) Please list the courses you taught last year, including enrollment figures, credit hours, and format (e.g., three 70-minute classes) including any unusual format information (e.g., extra tutorials; one four-hour seminar rather than the standard format).
- c) Please discuss your mentoring of SMPs this year.
- d) What new approaches or new courses have you introduced this year? Please assess how successful you think these innovations were.
- e) Please indicate how you may have attempted to integrate your own scholarly work or activity into your teaching.
- f) Please assess your overall success in your courses in meeting your goals as a teacher, and in how you have aided in the intellectual development of your students.
- g) Please discuss your role as an advisor this year.

4. Professional development activities for the period since your last self-report.

- a) Please list separately: books; book chapters; refereed and non-refereed articles; creations, performances, and presentations or exhibitions with details; invited, refereed, and non-refereed papers and poster presentations at national and regional meetings; consulting, adjudicating, reviewing, and editing activity; professional offices and positions; and other relevant activity.
- b) Comment on the above and on projects in progress, with any comments possible on the schedule for completion.

5. Service. Please list your forms of departmental service, committees, other service to the College community that you consider noteworthy, and service to the community beyond the College. Please describe any special uncompensated service you have performed for the College and describe any special assignments you have carried out. Identify the leadership roles you have assumed.

6. Personal Goals. Please describe your progress toward the goals for professional development in the areas of teaching, scholarship and service that you set out in last year’s annual report. Please describe at least 1-2 new one-to-five year goals.

We encourage you to discuss your yearly progress toward your goals as well as the new goals you set with your department chair.