**Time Period: September 1, 20****through August 31, 20****.**

**\*\*NOTE: *Please only include information for the time period indicated above*\*\***

|  |  |
| --- | --- |
| **Academic Employee Name** |       |
| **SUNY Title** |       |  |       |
| **Functional Title** |       |
|  |
| **Section I: CURRICULUM VITAE** |
| **Submit a current, updated CV in conjunction with this form.** |
|  |
| **Section II: EFFECTIVENESS IN LIBRARIANSHIP** |
| **IIA: Duties and Responsibilities in Librarianship** |
| **Duties and Responsibilities** | **Brief Description** |
|       |       |
|       |       |
|       |       |
|       |       |
| **Other Duties** |
|  |  |
| **Section III: SCHOLARLY ACTIVITY** |
| **III.A: Research and other scholarly/artistic activities***Indicate juried/refereed activities. Include grants proposed/awarded, articles and books submitted/accepted, presentations at professional meetings, performances, shows or productions directed.* |
|       |
| **Section IV: UNIVERSITY SERVICE***Optimally includes at least 2 of the 3 areas listed below. Optional for Lecturers.* |
| **IV.A: Administrative/Committee Assignments** |
|       |
| **IV.B: Campus Community Service***Participation in recruitment activities – open house, student admitted day; advisement of student clubs, volunteering at* *on-campus events.* |
|       |
| **Section V: CONTINUING PROFESSIONAL GROWTH***(Optional for Lecturers)* |
| **V.A: Professional Memberships** *Indicate leadership roles and term of office.* |
|       |
| **V.B: Professional Meetings, Seminars and Workshops Attended** |
|       |
| **Section VI: DESCRIBE FUTURE GOALS & PLANS***(Optional for Lecturers)* |
| **VI.A: This Past Year’s Goals and Plans***Indicate the progress made in accomplishing last year’s goals and plans.* |
|       |
| **VI.B: Goals and Plans for Next Year***Include professional and curriculum development.* |
|       |
| **VI.C: Long Range Goals and Plans***Include professional and curriculum development.* |
|       |
| **Section VII: OTHER INFORMATION***Include other activities not already covered above, but which you wish to note.* |
|       |
| **Section VIII: SUGGESTIONS FOR THE COLLEGE** |
|       |
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| **Section X: LEARNING COMMONS DIRECTOR COMMENTS**  |
|       |
| **Signature of Librarian** |  | **Date** |       |
| **Signature of Learning Commons Director** |  | **Date** |       |

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**Please submit completed form to the Executive Director of the Learning Commons with a copy to the Director of the Library.**