

## Annual Faculty Activity Report 2018-2019



Every fulltime faculty member is required to complete and submit this form to his/her Chairperson and Dean by May 31 accordance with Section 14.02 of the CBA. The process for Recognition pay is described in Section 14.03 as provided below.

Faculty may submit their AFARS using this form, or by using the university's Digital Measures software

### 14.03 Recognition Program

a. Purpose The purpose of the Recognition Program is to recognize annual outstanding contributions achieved by faculty members in the areas of teaching, research and scholarship, and service, in alignment with the long term goals and direction established by the Dean of each College (including the University Libraries) prior to the beginning of each academic year. The Dean's goals will be aligned to the University's Strategic Priorities; in particular, to the major initiatives of the individual schools/colleges. The Recognition Program shall be as follows:

b. Awards Each College will be given an annual Faculty Recognition Award budget equal to the amount of the Faculty Recognition Awards paid to faculty of that college for the 2016-2017 academic year. Award shall be made in amounts equal to \$1,000 and \$2,000 and be added to the base salary of the recipient. Within the allocated budget, the Dean and the respective AAUP-FA representatives will decide the number of awards and the respective amounts prioritizing research, teaching and service in that order. Faculty Recognition Awards will be added to the faculty member's base pay.

c. Procedure The following procedure shall be followed with respect to determination of the awards:

(i) The Dean shall meet with representatives of the AAUP-FA to review Annual Faculty Reports and the college goals. The Annual Faculty Reports shall indicate whether a faculty member had a research leave during the academic year. The fact that a faculty member has received a research reduction to support his/her research shall be disclosed and considered when evaluating an award application that is based upon such research. Faculty seeking an award based upon outstanding teaching must include a teaching portfolio and the most recent year's student evaluation data.

(ii) The Dean, shall meet with representatives of the AAUP-FA to review Annual Faculty Reports. With respect to making an award determination, the Dean shall have one vote, and each representative of the AAUP and FA shall have ½ vote. In the event of a tie, the Provost will make the final decision.

(iii) If an AAUP-FA representative has made an application for a Recognition Award, he/she will not be involved in the process of reviewing his/her application. In that circumstance, the Dean shall have one vote, and the other union representative shall have one vote.

(iv) Although the Recognition Program is intended primarily to reward excellence in research and scholarship, the Dean and the representatives of the AAUP-FA will also strive to ensure that awards are given each year to deserving faculty who have made outstanding contributions in the areas of teaching and service; provided, however, that there are deserving applications in each of these areas.

(v) Department Chairpersons, Coordinators and Directors shall be eligible for awards; provided, however, consideration shall not be given to his/her contributions in fulfilling the responsibilities of Chair or Director. His/her application will be evaluated only upon his/her teaching, scholarship or service accomplishments apart from these administrative duties.

(i) The Administration will notify faculty who have not been selected to receive the award within 30 days of the final selection, which shall be completed no later than September 1st of each year.

d. Awards Final Recognition awards (including procedure and merits) are not grievable.

e. Publication By September 15th of each year, the Administration shall provide a list of all recipients to the AAUP-FA for publication. The Administration may also publish the names of all recipients in any available media. **This form may be used both for submission of the required report to your Chairperson and Dean, as well as for consideration of a Recognition Award**

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Name: \_\_\_\_\_

Department/Division: \_\_\_\_\_

College/School: \_\_\_\_\_

Present Rank: \_\_\_\_\_

Do you have tenure? \_\_\_\_\_

If no, what is your mandatory tenure date? June: \_\_\_\_\_

If yes, Date of Tenure: \_\_\_\_\_

**Each year the Dean will announce the strategic goals of the School/College for the forthcoming year at this place in the document or in a separate letter to the faculty. Priorities to be given special weight will be identified and described here. These goals should be considered for the purpose of the Recognition Award.**

Do you want to be considered for a Faculty Recognition Award? \_\_\_\_\_

### REPORTABLE TIME FRAME FOR DOCUMENT:

For purposes of submission to the **Chairperson** and the **Dean** the time frame for reporting activities is approximately April 16, 2018– May 31, 2019.

### OTHER INSTRUCTIONS

- As closely as possible, follow the reportable time-frame. This will avoid the repetition of activities from year to year. If an activity takes place over several consecutive years, you may include it each year, but note the dates in parenthesis after the activity (e.g., a grant award over several years).
- Attach one set of indexed support materials with this Report.
- Date and list all activities. If list format is impossible, limit any written explanations to one paragraph on this report. Any additional explanation may be continued in the support material.
- The examples under the headings below are not intended to be all inclusive, but to provide general guidelines.

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### SECTION I: TEACHING

*Note: Faculty who wish to be evaluated for a Recognition award based on teaching must attach a teaching portfolio (as described in section 12.02 of the Collective Bargaining Agreement) and the most recent year's student evaluation data.*

1. **Courses (credit and non-credit) taught over the last year**  
Refer to courses by number and name. Please indicate if courses were new courses, new preparations, graduate or undergraduate.
2. **Other educational/teaching activities**  
Examples: Mentoring of thesis/dissertations, presentations of a CTL or other workshop, teaching CLE or other professional courses to colleagues.
3. **Innovative Teaching Pedagogy**  
Examples: Active learning techniques, portfolios, use of technology.
4. **Learning Outcomes Assessment Initiatives**  
Examples: adaptations to HERI and NSSE surveys.
5. **Student or other recognition for teaching**  
Examples: Honorary membership in student organizations, teaching excellence awards, other awards.
6. **Evidence of other relevant teaching activities, including those consistent with the SJU mission**

### SECTION II: RESEARCH AND SCHOLARSHIP

1. **Publications**  
List all publications in the reportable time-frame here. On-line publications should be listed under this heading and distinguished as such. Also distinguish any self-published materials. Identify co-authors and co-investigators as colleagues, students, or other. Publications should be categorized/labeled to distinguish between books (authored, edited), articles (peer-reviewed, invited, etc.), book chapters, proceedings, abstracts, other. In the case of co-authored publications, the applicant MUST define his/her contribution to the publication. Include a statement as to the quality of the journal.
2. **Sponsored/Non-Sponsored Projects or Programs**  
Examples: Grants, patents, etc.. If you are reporting a grant, include both funded and unfunded applications within the reportable time frame. If funded, include the date of the grant and the amount of the award.
3. **Presentations/Programs**  
Examples: Presentations at international, national or local conferences within the reportable time frame. Gallery and Media Appearances related to your academic career. Indicate your role as a paper presenter, discussant, moderator, panelist, session organizer, curator, invited speaker, etc... If

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necessary, identify any collaborators and define your percentage of contribution. Attendance at conferences should be noted here.

4. **Other ongoing significant research not resulting in publication or presentation this year**  
Please use this section to briefly describe your current research agenda that may not have led to publication this year but is your pipeline of material for future years.
5. **Indicate if you had a research leave or reduction during the reportable time frame**

### SECTION III: SERVICE

- a. **Service to SJU (College/divisional/departmental/committee service, administrative activities that are professionally related)**  
Indicate if these positions were elected appointed or voluntary. Examples: Service on the P&B, committee or task force activity, mentoring junior faculty, dissertation mentor, reader or committee member.
- b. **Participation in St. John's University Mission-related activities**  
Examples: Academic Service-Learning, community-based academic programs, mission-related course research and class projects.
- c. **Other service activities**  
Examples: Attendance at student events, participation at open houses.

### SECTION IV: AWARDS AND HONORS

1. **Academic Awards and Honors**
2. **Other Significant Recognition of academic nature**  
Examples: Invited panelist, editor, reader or consultant for recognized journals or presses, reviews of your work. Other recognition of significance that is not elsewhere stated.
3. **Activities related to the Dean's Goals if they do not fit into prior categories**

### SECTION V: PROFESSIONAL DEVELOPMENT

1. **Significant participation in professional societies/associations**
2. **Other relevant development activities**

### SECTION VI: OTHER

Briefly LIST any relevant activity over the past year that was not elsewhere stated.