

Memorandum

To: Colgate Faculty
From: Bruce Selleck
Subject: Self-Reports

It is once again time for self-reports. Please provide your department chair with your self-assessment, based on the items outlined below, covering the period September 1, 2010, through August 31, 2011. Depending on the preference of the chair, the Self Report may be submitted to the chair electronically or in hard copy. ***Self-reports are due to your department chair by September 26, 2011. Failure to turn in a self-report could result in a below-normal raise, as we then have no current information on which to base a salary decision.*** Other materials should be added as you see fit. Many thanks.

Guidelines for Full-time and Category I Faculty:

Your self-report should address the following items for the period September 1, 2010, through August 31, 2011:

1. *Noteworthy aspects of your teaching.* Feel free to describe efforts to improve, experiment with, or revise your courses. (The actual enrollments for the year are reported elsewhere and need not be recorded here.) Please also address what the previous year's SETs revealed about your current teaching effectiveness and any planned changes (new courses, new approaches, *etc.*) for the coming academic year.
2. *Completed achievements* in the area of scholarship and/or creative work, including publications, grants, fellowships, shows, concerts, lectures, consulting, editorial service. In separate sections, please provide full citations for (a) all works that have formally appeared (e.g., in print) between September 1, 2010, through August 31, 2011; and (b) all works accepted for publication that are not yet in print (*i.e.*, works that are "in press").
3. *Scholarly and/or creative works in progress* including work submitted for publication and grant proposals submitted for outside funding. Please label each of your publications as "in print," "in press," and "in progress."
4. *University service activities*; please also discuss student advising and student research.
5. *Professional service activities* (e.g., offices in professional organizations, editorial work, *etc.*).
6. *Projected leave plans.* Please indicate if you are thinking of being on leave sometime in the next two years (*i.e.*, 2011-12 or 2012-13).

Guidelines for Senior Lecturers and Laboratory Instructors:

Your self-report should address the following items for the period September 1, 2010, through August 31, 2011:

1. *Noteworthy aspects of teaching.* Please briefly discuss your experiences this past year in instructing Colgate students both formally and informally. Feel free to describe efforts you have made in the classroom or lab to improve or change your academic instruction and teaching. How would you like to improve your teaching in the future?
2. *Noteworthy aspects of program support and service to the department or program.* If applicable, please describe the ways beyond formal teaching and student instruction that you have contributed to the department or program during the past year.
3. *Scholarly or creative accomplishments.* Please describe any scholarly, research or creative projects in which you have been involved during the past year. (Please provide full references to work that has been published or made available to the public.)
4. *Goals for your position.* If applicable, please discuss the goals that you and your department chair or program director have set during the past year, and how you have sought to achieve these objectives.

Professional development. Please discuss what additional development, experience, and/or skills would help you fulfill your academic responsibilities in the department or program more effectively.