**** Due September 15th**

 **Librarian Faculty Information Form**

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

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

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| **Academic Employee Name** |       |
| **SUNY Title**  |       |
| **Functional Title** |       |
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| **Section I: CURRICULUM VITAE** |
| **Submit a current, updated CV in conjunction with this form.** |
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| **Section II: EFFECTIVENESS IN LIBRARIANSHIP** |
| **II.A: Duties and Responsibilities in Librarianship** |
| **Duties and Responsibilities** | **Brief Description** |
|       |       |
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|       |       |
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| **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.* |
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| **Section IV: UNIVERSITY SERVICE***Optimally includes at least 2 of the 3 areas listed below and includes a brief narrative describing activities.*  |
| **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.* |
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| **Section V: CONTINUING PROFESSIONAL GROWTH**Include a brief narrative in each category describing activities |
| **V.A: Professional Memberships** *Indicate leadership roles and term of office* |
|       |
| **V.B: Professional Meetings, Seminars and Workshops Attended** |
|       |
| **V.C: Courses or Degrees Completed** |
|       |
| **Section VI: DESCRIBE FUTURE GOALS AND PLANS**  |
|       |
| **VI: A: This Past Year’s Goals and Plans*****Indicate the progress made in accomplishing last year’s goals and plans.***  |
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| **VI: B: Goals and Plans for Next Year*****Include professional and curricular development.*** |
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| **VI: C: Long Range Goals and Plans*****Include professional and curriculum development.*** |
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| **Section VII: OTHER INFORMATION***Include other activities not already covered above, but which you wish to note.*  |
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| **Section VIII: LEARNING COMMONS DIRECTOR COMMENTS**  |
|       |
| **Signature of Librarian**  |  | **Date** |       |
| **Signature of Learning Commons Director** |  | **Date** |       |

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