**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** | | | | | | | |
| **IIA: Duties and Responsibilities in Librarianship** | | | | | | | |
| **Duties and Responsibilities** | | | | | **Brief Description** | | |
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| **Other Duties** | | | | | | | |
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| **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. 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** | | | | | | | |
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| **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** |  | | | | | | | | |

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