

**Colgate University**  
**Faculty Self-Reports Instruction Sheet**  
Tenure-Stream and Category I Faculty, Senior Lecturers, and Lab Instructors

Faculty self-reports describing noteworthy aspects of teaching, scholarship, and service for the 2022-23 academic year are due next month. This year all self-reports will be submitted as a Word document. The submission deadline is **October 18, 2023**. Full reports should be completed by tenure-stream and Category I faculty. Senior lecturers and lab instructors should complete all sections relating to their teaching and any other sections that are applicable to their work.

**Instructions for submission:**

1. Please complete your self-report in a Word document using the content guidance below. 2. When you are ready to submit the document, save it with a filename that includes your name (e.g. Doe, Jane Self Report 2023.doc).
3. **Please include an updated CV with your self-report**
4. **Send the file to your department chair/program director(s) and department/program academic department coordinator as an attachment to an email with the subject “Self Report.”** (n.b. Faculty who hold joint appointments or have contributed significantly to a department or program outside of their home department should also send a copy to that second department chair/program director and academic department coordinator). Only department chairs and program directors should send self reports directly to division directors or academic division coordinators.

Your self-report should address the following items for the period September 1, 2022, through August 31, 2023:

**I. Noteworthy aspects of your teaching**

(The actual enrollments for the year are reported elsewhere and need not be recorded here. Note also that the Faculty Handbook mentions willingness to advise as a dimension of teaching on which tenured faculty members are invited to comment during reviews but that the primary description of advising is under the section on service. Please speak about your advising in section III of your self-report.)

- A. As you reflect on your teaching in the last year, please feel free to comment on what the previous year’s SETs and/or mentoring conversations with colleagues revealed about your current teaching effectiveness and any adjustments you made as a result.
- B. If you have implemented any changes, please describe efforts to improve, experiment with, or revise your courses. Examples of interesting innovations might include, but are not limited to, new means of assessing student learning, innovative use of technology, international emphases, connections to other disciplines or programs, content relating to inclusivity and diversity and/or sustainability, service learning, and student/faculty engagement beyond the classroom. If relevant, please also describe plans (new courses, new approaches, etc.) for the current and future academic years.

**II. Noteworthy aspects of your scholarship**

- A. Completed achievements in the area of scholarship and/or creative work, including publications, grants awarded, fellowships, shows, concerts, lectures, consulting, and/or editorial service. In clearly-separated sections, please provide full citations for
  1. all works that have formally appeared (i.e., in print or online, whichever is first) between September 1, 2022, and August 31, 2023; and
  2. all works accepted for publication that are not yet in print (i.e., works that are “in press”).
- B. Scholarly and/or creative works in progress including work submitted for publication (please specify status for each “submitted/under review” or “in progress”).
- C. Grant proposals submitted for outside funding.

D. Editorial and manuscript review work.

E. Efforts that may not yet be reflected in the report because they are at an early stage of development or are part of an ongoing effort that will lead to an eventual publication, presentation or exhibit. You may also choose to describe plans for new projects you plan to begin or continuing projects that will continue in the current and future academic years.

### III. Noteworthy aspects of your service activities

A. Your service during the past year. You may choose to include comments on professional development activities undertaken in support of committee work or other general comments that relate to your participation in service opportunities on campus.

B. Advising you are doing, both of first- and second-year students and concentrators in your program. Numbers of students in each category are of interest, as are the specifics of how you approach course selection advising, assist your students in major concentration selection, support their career interests, and identify and support advisees who might be competitive for international fellowships after graduation. The Faculty Handbook recognizes that advising is not limited to work with formal advisees, and rather can take many forms: “Advising students, whether academic, vocational or personal, is an important responsibility of each faculty member. The accessibility of faculty members and their willingness to serve as undergraduate advisers help to distinguish the learning environment at Colgate.” Please comment also on informal advising you may do.

C. Areas of significant service to the University, your department and/or program(s). D. Professional service activities (e.g., serving as an officer in a professional organization). E. Any ‘public scholarship’ (i.e., scholarly work in the service of the public good and not necessarily intended for publication in your discipline) that was not reported in the “scholarship” section.

F. Any additional activities that you would consider to be service that have not been mentioned in the self-report, including efforts or initiatives (personal or collective) to address issues of diversity, inclusion and equity and also sustainability.