

Date: October 30, 2007

To: All Full and Part-time Faculty

From: Susan Coultrap-McQuin
Provost, Vice President for Academic Affairs

Re: On-line Faculty Activity Report due May 15, 2008

I am writing to inform you that the On-line Faculty Activity Report is now available. You may begin entering information about your accomplishments for the 2007-2008 year. The Activity Report provides important information for the Academic Affairs Annual Report and other reports needed throughout the year. Many of you provided information about wonderful accomplishments that became part of the Annual Report last year. Thank you for taking the time to complete the on-line report.

In response to suggestions we have received, we have shortened the Faculty Activity Report to collect only the information we will use in the Annual Report. We will not try to collect information on Effectiveness in Teaching or Continuing Growth; the information we use in the Annual Report focuses on examples drawn from department and college/school reports. We have also simplified the section on University Service, where we will now ask you to provide the names of your committees, rather than giving you a menu of options. We will not collect information about assigned-time activities because that information duplicates what is collected in another report. We hope that these changes will make the process easier and more useful to all. This year's Activity Report needs to be completed no later than **May 15** for our Annual Report.

I have asked Rameen Mohammadi, Acting Associate Provost, to convene a committee to review our current software and other packages that we might consider using in the future for an on-line faculty activity report. I am working with Susan Camp, Chair of Faculty Assembly, to identify appropriate representation on this committee. I will ask the committee for a recommendation to us in the spring.

I will also remind you that to be considered for DSI in the next round, you must complete the Faculty Activity Report. However, you will not have to include the print-out from the On-line Faculty Activity Report in your DSI folder, unless you choose to do so to create your list of annual accomplishments. Institutional Research will provide departments and review committees with the list of those who completed the Activity Report, thereby making themselves eligible for DSI consideration.

You will find the faculty form at <http://survey.oswego.edu/facultyactivityreport> or the librarian's form at <http://survey.oswego.edu/libraryactivityreport> . If you have any questions about the process, please contact Mehran Nojan, Institutional Research, x2345 or nojan@oswego.edu. Best wishes for a wonderful year.