**UNIVERSITY OF DETROIT MERCY**

McNichols Library Faculty Annual Report

Due May 15th

|  |  |
| --- | --- |
| Name:  |  |
| Library: |  |
| Year of Appointment:  |  |
| Rank:  |  |
| Probationary Clock Year (If applicable):  |  |
| Years Post Probationary/Tenure:  |  |
| Academic Year (e.g. 2023-2024): |  |
| Date completed: |  |

Scope

This annual report is required of all probationary, continuous employment (first through sixth year of employment) and tenured faculty.

Assurances

Comments and evaluations entered on the last page by deans or chairs/discipline coordinators will be removed by the Office of Academic Affairs prior to releasing this form for use if required for release by any accreditation or reporting process.

**WHY IS COMPLETING THIS FORM IMPORTANT?**

This document provides an opportunity for you to:

1. report on annual efforts and achievements
2. reflect on accomplishments for the past year
3. initiate a cooperative dialog between you and your Dean
4. provide information that will help determine workload as described in UDMPU Article VI
5. facilitate goal setting and develop continuous personal improvement
6. assist and support a dialog reflecting on how reference/cataloging/archives, scholarly activity, and service could contribute to the University’s mission
7. DELIVERY OF REFERENCE/CATALOGING/ARCHIVES

This section provides an opportunity to document reference/cataloging/archive activities and provide evidence of effective performance of these functions.

1. **RESEARCH SKILLS INSTRUCTION**

List the research skills instruction classes and individual research consultations taught during the reporting period.

On Leave this term? \_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course subject and number (indicate cross-listed) | Course title | Date | # of Students  | Delivery method (face-to-face, online, hybrid) | Indicate whether new prep revision of previous prep |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**Research Consultations (consultations with individuals lasting more than 15 minutes)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program/Archives | Date of session | Student (S) or Faculty (F) or Administrator (A) | University (U) or Other (O) | Face-to-face (F) or Virtual (V) or Phone (P) |
|  |  |  |  |  |
|  |  |  |  |  |

**Additional Comments:**

**Assessment:**

Briefly explain any assessment conducted.

Describe and reflect on activities during research skills instruction and research consultations.

1. **DEVELOPMENT OF ONLINE CONTENT (Research Guides, Tutorials, etc.)**

**Describe creation or revision of online content. Include any pertinent links (i.e. videos created, handouts posted, etc.).**

**C. REFERENCE DESK, VIRTUAL REFERENCE, EMAIL REFERENCE, PHONE**

 **REFERENCE (number of questions and/or time spent. Provide examples of reference interactions)**

**D. CONTINUOUS IMPROVEMENT OF DELIVERY OF**

 **REFERENCE/CATALOGING/ARCHIVING**

List webinars, workshops or conference sessions attended to improve delivery of reference/cataloging/archiving.

|  |  |  |
| --- | --- | --- |
| Date | Title | Sponsor |
|  |  |  |
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Reflect on and plans for improving reference/cataloging/archiving based on previously described assessment and professional development listed here.

**E. COLLECTION DEVELOPMENT**

Activities to improve or strengthen the collection in areas of responsibility, e.g. assessment of collection development profile; personal contacts with faculty about course resource needs; evaluation of collections in cooperation with faculty; notification of faculty of resources received; meeting with vendors; webinars, workshops or conference sessions regarding collection development, etc.

**F. MISSION INTEGRATION**

Describe any efforts to integrate the mission in the delivery of reference/cataloging/archiving.

1. SCHOLARSHIP AND CREATIVE ACTIVITIES

Complete any of the sections below that assist you in reporting your scholarly and creative activity.

1. **PUBLICATIONS/MANUSCRIPTS**

Cite your publications/manuscripts for the reporting period. Provide a complete citation and a short description for each listing. Indicate if refereed or non-refereed. If co-authored, include description of level of effort, use an \* to indicate student authors, and attach a copy of each publication/scholarly product (if available).

Refereed Publications/ Manuscripts: Include only refereed works in this table. Provide dates for those that apply.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Citation | Submitted | Revising for resubmission | Accepted | Published |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Non-Refereed Publications/Manuscripts: Include only non-refereed publications in this table. Provide dates for those that apply

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Citation | Submitted | Revising for resubmission | Accepted | Published |
|  |  |  |  |  |
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1. **LIBRARY PUBLICATIONS (manuals, reports, blogs, newsletters, etc.)**

|  |  |  |
| --- | --- | --- |
| **Title** | **Publication Type** | **Date of Completion** |
|  |  |  |
|  |  |  |

1. **PRESENTATIONS**

Cite your presentations for the reporting period.
Provide a complete citation and a short description for each listing, indicate if refereed or non-refereed. Indicate if the presentation was scholarly, review, informational, performance-based, etc. Also indicate if student session, poster, podium presentation, etc. Indicate if presentation was local, regional, national, or international meeting, an invited talk, etc. Indicate any of the pertinent characteristics of the presentation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Citation | Invited/keynote/informational | Refereed/non-refereed | Poster/Podium | Local/regional/national/international  |
|  |  |  |  |  |
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1. **CREATIVE AND AESTHETIC WORKS**

List creative or aesthetically based works that reflect the scholarship of your discipline for the reporting period. Provide a description of creative activities, such as exhibitions, displays, art installations, writing. List the type of research utilized to create the work, indicating whether scholarly, historical, and/or other form. Indicate how the work was disseminated.

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| --- | --- | --- |
| **Creative/Aesthetic Work**  | **Dissemination** **(****description and date)** | **Type of research/work** |
|  |  |  |
|  |  |  |
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1. **OTHER CREATIVE/SCHOLARLY WORKS**
List any additional research initiatives that may not have been requested above (such as unfunded grant writing, collaborations initiated, etc.)
2. **FUNDED GRANTS**

You may include pedagogical, mission, or community grants in this section.

Externally Funded Grants: (indicate items that apply)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Externally Funded Grants (Include funding source) | Authors | Amount Awarded | Date Awarded | Under Review | Revising for resubmission | Implementation |
|  |  |  |  |  |  |  |
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Internally Funded Grants: (indicate items that apply)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Internally Funded Grants (Include funding source) | Authors | Amount Awarded | Date Awarded | Under Review | Revising for resubmission | Implementation |
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1. **PROFESSIONAL / CONSULTING ACTIVIES RELATED TO SCHOLARSHIP (editor, reviewer, juror, etc.)**
2. **PLANNED WORKS/WORKS-IN-PROGRESS (research meetings, project collaborations, etc.)**
3. **AWARDS AND RECOGNITIONS**
4. **MISSION INTEGRATION OF SCHOLARLY ACTIVITY**

Describe ways in which the University mission informs, reflects, or is manifested in your scholarly and creative works.

1. **SUPPORT AND DEVELOPMENT**

Reflect on current scholarly activities and how these integrate with your teaching and /or service. Include plans and aspirations for future creative/scholarly activities.

What additional support (beyond what is currently available) would help improve your scholarly/creative productivity?

1. PROFESSIONAL DEVELOPMENT

List activities that you engaged in to improve, enhance, and cultivate your role as a library professional.

1. Work toward an advanced degree
2. Professional Development Continuing Education

|  |  |  |
| --- | --- | --- |
| **Date**  | **Name of Program** | **Sponsor**  |
|  |  |  |
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Describe the ways in which you improved and enhanced as a library professional because of the listed programs.

1. SERVICE AND LEADERSHIP ACTIVITIES

Complete any of the sections below that assist you in reporting your service and leadership activity.

1. **COLLEGE/SCHOOL, DEPARTMENT AND UNIVERSITY-LEVEL SERVICE, COMMITTEES AND TEAMS**

Please list committees/team memberships (taskforces, workgroups, etc.) during this reporting period. Indicate the committee/team level (i.e., department, college/school, university, UDMPU, MFA, shared-governance), your role and contribution to the committee/team.

1. Department Service
2. Library Service

iii. University Services

1. **STUDENT-RELATED SERVICE**

Please describe any student-related service) including moderating/advising student organizations, that you took part in over the reporting period (e.g., Ethics Bowl, Visit Days, PTV, etc.)

1. **PROFESSIONAL SERVICE**

List activities and contributions to professional organizations, including role (chair, committee member, etc.)

1. Regional
2. State
3. National
4. **COMMUNITY CONSULTING OR SERVICE**
 List activities as a citizen in the community (school boards, civic organizations, volunteer organizations, church, youth groups, volunteer activities, etc.) Indicate leadership roles where appropriate.
5. **OTHER SERVICE**
6. **ADMINISTRATIVE ASSIGNMENTS / SPECIAL PROJECTS**

Please describe administrative assignments or special projects, contributions, and outcomes. (If there are outcomes expected for this work, please append a report describing results.)

1. **MISSION INTEGRATION**

Describe ways in which the University mission informs, reflects, or is manifested in your service activities.

V. OTHER

 List any activities that do not fit in the previous sections.

VI. GOALS AND PLAN FOR UPCOMING YEAR

Please describe your goals for professional growth in the areas of reference, cataloging, archiving, creative works/scholarship, and service for the coming academic year. Provide a plan for meeting these goals, including plans for any release time.

Faculty Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

**Dean's Comments**:

Dean Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_

**Associate Dean's Comments**:

Dean Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Member’s Comments:**