

Professional Activities Form

REPORT FOR CALENDAR YEAR 2023

NAME: _____ RANK: _____

DEPARTMENT/PROGRAM: _____

Your Professional Activities Form is due on Monday, February 12, 2024

Professional Activities Forms are used by a number of people at the College.

Department Heads and Program Chairs consult Professional Activities Forms as they write their annual salary narratives for members of their departments/programs. Because these narratives assess each of the three areas of Teaching, Scholarship, and Service, it is important that your Professional Activities Form is an accurate and informative record of your contributions.

The *Provost* will use the Professional Activities Forms, along with the assessment narratives, in determining salaries.

Professional Activities Forms are part of a faculty member's record. PAFs are consulted when faculty members apply for sabbatical leaves. While PAFs are not automatically included in tenure or promotion files, they can be consulted as part of the periodic reviews of tenured faculty members and may be requested by Departments, Programs, and PTR during tenure or promotion reviews.

LEAVES (SPRING AND FALL 2023)

If you were on leave at any point during the 2023 calendar year, please type in the form of leave — e.g., parental/family, research, sabbatical leave, or perhaps “not yet employed” — on the appropriate line(s) below.

Spring 2023 _____ Fall 2023 _____

TEACHING AND ADVISING (SPRING AND FALL 2023)

Please list:

1. All courses taught, organized by term. Please indicate the number of students enrolled in each course. Note any courses you were teaching for the first time in CY 2023.

2. Individualized student learning activities, such as mentoring Excel scholars, independent studies, honors theses, internships, etc. in CY 2023.

3. Please list any curricular or pedagogical development activities you engaged in during CY 2023, including those offered by Lafayette's CITLS or the instructional technology group.

4. Lafayette includes advising as a form of teaching and emphasizes the importance of the advising relationship. Please list the number of students you have advised each semester, noting how many are majors in your department/program and how many are pre-declaration.

Lafayette College seeks distinction in teaching, which includes advising and mentoring. *Briefly* describe and provide evidence for how you have achieved this in any or all of the categories above. We note that the faculty's language describing distinction in teaching includes the characteristic: "fostering an inclusive learning environment that is responsive to differences among students." (Please limit your response to 200 words or less.)

SCHOLARSHIP (CALENDAR YEAR 2023)

Please list:

1. Publications, performances or exhibitions.

2. Work in progress, noting current status of project and work completed during the period under review.

3. Conference presentations and lectures that you gave.

4. Any internal (ARC/FAR) or external grants or fellowships that you applied for, indicating which were funded.

5. Any other scholarly activity, such as attendance at conferences or workshop participation.

Briefly elaborate on any highlights in your scholarly activity. (Please limit your response to 200 words or less.)

SERVICE (CALENDAR YEAR 2023)

Please list, noting any leadership activity in any of the roles below.

1. Departmental or program service.

2. College service.

3. Professional service (committee work for professional organizations, refereeing and reviewing, consulting work, etc.)

4. Please describe any formal or informal roles where you have provided service that aligns with the College's goal to create, maintain, and develop a learning environment "in which difference is valued, equity is sought, and inclusiveness is practiced."

Briefly discuss any particularly notable service contributions you made. (Please limit your response to 200 words or less.)

OTHER (CALENDAR YEAR 2023)

Briefly discuss any other professional highlights you have not noted in earlier sections. (Please limit your response to 200 words or less.)