

Report of
Annual Conference

Lecturer Titles

|  |  |
| --- | --- |
| Academic Year: | **2022-2023** |

|  |  |
| --- | --- |
| Faculty Member: |  |
|  |  |
| Department: |  |
|  |  |
| Date of Conference: |  |

The following form is intended as a guide for establishing goals, as well as providing a systematic record of the accomplishments of and feedback provided to faculty during the annual conference with their department chairperson. Elaboration is encouraged where appropriate—the fields in this Word document will expand as necessary.

\* This version of the report excludes the research and scholarship section.

[Revised February 2023]

**Teaching & Student Mentoring**

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| The 2021 Brooklyn College [*Memorandum on Expectations for Promotion and Tenure*](https://www.brooklyn.cuny.edu/web/abo_administration_provost_faculty/PT_ExpectationsMemo_8April2021.pdf), Section I.B “General Principles on Teaching,” states that effective teaching encompasses a variety of work outside of the classroom, including student mentoring (pgs. 3-5). |

**Summary of Accomplishments:**

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|  |

**Goals for Current Year** (from Previous Year’s Conference)**:**

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| --- |
|  |

**Progress Made Toward Current Year Goals:**

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| --- |
|  |

**Evaluation – Strengths:**

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| --- |
|  |

**Evaluation – Areas in Need of Improvement:**

|  |
| --- |
|  |

**Performance Rating** (Check One)**:**

|  |  |
| --- | --- |
| Exceeds Goals/Expectations |  |
| Meets Goals/Expectations |  |
| Meets Some Goals/Expectations |  |
| Does Not Meet Goals/Expectations |  |

*Note:* The categories “Meets Some Goals/Expectations” and “Does Not Meet Goals/Expectations” indicate levels of performance that do not reach the minimally acceptable level for this category of evaluation during the current year’s review.

**Goals for Next Year:**

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**Service to Academic Department/Program, College,
University, Profession, and Community**

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| --- |
| The 2021 Brooklyn College [*Memorandum on Expectations for Promotion and Tenure*](https://www.brooklyn.cuny.edu/web/abo_administration_provost_faculty/PT_ExpectationsMemo_8April2021.pdf), Section I.C “General Principles on Service,” states that “Service to the Brooklyn College community is important for both tenure and promotion, and it may take many forms. Service may occur at different levels, including service to the department, service to the school, service to the college, service to the profession, and service to the wider community” and that mentoring is a “crucial form of service to the College” (pgs. 5-6). |

**Summary of Accomplishments:**

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**Goals for Current Year** (from Previous Year’s Conference)**:**

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| --- |
|  |

**Progress Made Toward Current Year Goals:**

|  |
| --- |
|  |

**Evaluation – Strengths:**

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| --- |
|  |

**Evaluation – Areas in Need of Improvement:**

|  |
| --- |
|  |

**Performance Rating** (Check One)**:**

|  |  |
| --- | --- |
| Exceeds Goals/Expectations |  |
| Meets Goals/Expectations |  |
| Meets Some Goals/Expectations |  |
| Does Not Meet Goals/Expectations |  |

*Note:* The categories “Meets Some Goals/Expectations” and “Does Not Meet Goals/Expectations” indicate levels of performance that do not reach the minimally acceptable level for this category of evaluation during the current year’s review.

**Goals for Next Year:**

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| --- |
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**Overall Evaluation**

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| --- |
|  |

**Overall Faculty Performance Rating** (Check One)**:**

|  |  |
| --- | --- |
| Exceeds Goals/Expectations |  |
| Meets Goals/Expectations |  |
| Meets Some Goals/Expectations |  |
| Does Not Meet Goals/Expectations |  |

*Note:* The categories “Meets Some Goals/Expectations” and “Does Not Meet Goals/Expectations” indicate levels of performance that do not reach the minimally acceptable level for this category of evaluation during the current year’s review.

**Descriptive Summary:**

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Report prepared by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| *Chair or designee (Printed Name)* |  | *Signature* |  | *Date* |

I have read and received a copy of this report:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| *Faculty member (Printed Name)* |  | *Signature* |  | *Date* |

*Note:* The faculty member may not alter the content of this report. However, they may elect to prepare and append a statement.