**Worksheet Purpose:** To encourage faculty members to reflect on and write more deeply about their annual activities, as well as to develop goals for the next year.

**Instructions:** Identify the activities you completed in CY 2024, set goals for CY 2025, and write a reflection for sections A, B, and C. Do not submit this worksheet to your department head; use the worksheet to help complete your activities and reflections on the [Annual Faculty Activity Report and Action Plan](http://www.valdosta.edu/academics/academic-affairs/documents/afarap-and-afe-template.docx).

| **Activity** | **Current Year:  CY 2024** | | **Goal for Next Year:  CY 2025** | | |
| --- | --- | --- | --- | --- | --- |
| **Completed this Year?** | **Details:**  **What? When? Successful?** | **Incorporate this Activity Next Year?** | **Specify Goal/Outcome for Next Year** | **Specify Action Steps/Resources Needed** |
| **Section A: Teaching and Student Learning** | | | | | |
| Offered experiential learning and/or embedded a [high-impact practice](https://www.aacu.org/node/4084) (HIP) into a course (e.g., undergraduate research, study abroad/away, community-based service-learning, internships, writing-intensive projects) | YES / NO |  | YES / NO |  |  |
| Revised a course for teaching effectiveness based on student feedback and/or student academic performance (e.g., SOIs, grade distributions, DFW rate) | YES / NO |  | YES / NO |  |  |
| Revised a course based on peer review/observation of your teaching and/or department head evaluation | YES / NO |  | YES / NO |  |  |
| Revised a course based on new research in discipline and/or evidence-based practices in the scholarship of teaching and learning | YES / NO |  | YES / NO |  |  |
| Mentored students using appropriate department, college, and/or discipline guides | YES / NO |  | YES / NO |  |  |
| Supervised undergraduate or graduate research, master’s thesis, dissertation, and/or independent studies | YES / NO |  | YES / NO |  |  |
| Served as guest speaker or teacher in colleague’s course | YES / NO |  | YES / NO |  |  |
| Nominated for and/or received teaching award | YES / NO |  | YES / NO |  |  |
| Designed/built a new course | YES / NO |  | YES / NO |  |  |
| Converted course to a new modality (e.g., face-to-face to online or hybrid) | YES / NO |  | YES / NO |  |  |
| Flagged students in Student Success Portal | YES / NO |  | YES / NO |  |  |
| Attended and/or completed a pedagogical training, course, and/or institute related to teaching and learning | YES / NO |  | YES / NO |  |  |
| Taught, supervised, and/or engaged in clinical coursework or fieldwork | YES / NO |  | YES / NO |  |  |
| Other? | YES / NO |  | YES / NO |  |  |
| Other? | YES / NO |  | YES / NO |  |  |
| Overall Reflection on Section A (recommended limit 500 words)  Faculty may wish to **thoughtfully respond** to theprompts below, as appropriate, to help address the reflection questions in Section A of the AFARAP. You do not need to respond to every prompt for every course.   * Discuss how you engaged any of the following high impact practices (HIPs) in your course(s): capstone projects, collaborative assignments and projects, learning communities, undergraduate research, diversity/global learning, ePortfolios, internships, community-based learning, and/or service learning. * Describe any activities in your course that enhanced student learning through student contact with the community (e.g., guest speakers, outside projects, field trips, field projects, etc.) and how current community outreach activities are integrated into your teaching and/or scholarly activity. State if this was a new course preparation. * Discuss how you added any pedagogical innovations in your course(s) not listed in the categories above (for example, included materials from underrepresented groups and/or fostered an inclusive environment). * Evaluate what you have learned about your teaching effectiveness and discuss any modifications made to courses based on your Student Opinions of Instruction (SOIs), peer reviews, and/or department head evaluation. * By examining your course grade distribution, evaluate what you have learned, including strategies (such as the use of the Success Portal) to increase success rates while maintaining course/programmatic rigor. | | | | | |
| **Section B: Research, Scholarship, Professional Growth, and Creative Production** | | | | | |
| Prepared, submitted, and/or published a scholarly/creative work | YES / NO |  | YES / NO |  |  |
| Applied for and/or received external grant | YES / NO |  | YES / NO |  |  |
| Applied for and/or received internal grant for research or travel (e.g., VSU Faculty Scholarship, Faculty Research Seed Grant, Internationalization Fund Grant) | YES / NO |  | YES / NO |  |  |
| Presented at a conference | YES / NO |  | YES / NO |  |  |
| Attended a conference | YES / NO |  | YES / NO |  |  |
| Completed professional practice hours or continuing education units | YES / NO |  | YES / NO |  |  |
| Renewed a professional license | YES / NO |  | YES / NO |  |  |
| Applied for and/or secured a copyright, patent, or trademark | YES / NO |  | YES / NO |  |  |
| Attended and/or completed a training, course, or institute related to your scholarship, creative activity, or professional practice | YES / NO |  | YES / NO |  |  |
| Interviewed on the radio, television, or podcast | YES / NO |  | YES / NO |  |  |
| Applied for and/or received academic leave | YES / NO |  | YES / NO |  |  |
| Other? | YES / NO |  | YES / NO |  |  |
| Other? | YES / NO |  | YES / NO |  |  |
| Overall Reflection on Section B (recommended limit 500 words) | | | | | |
| **Section C: Service to the University, Community, or Profession** | | | | | |
| Served on or chaired a university-wide committee | YES / NO |  | YES / NO |  |  |
| Served on or chaired a department committee | YES / NO |  | YES / NO |  |  |
| Served on or chaired a professional organization board or committee | YES / NO |  | YES / NO |  |  |
| Joined a new professional or discipline-related organization | YES / NO |  | YES / NO |  |  |
| Served on or chaired a community-based organization or committee | YES / NO |  | YES / NO |  |  |
| Served as a faculty advisor to a student group | YES / NO |  | YES / NO |  |  |
| Served as a program coordinator | YES / NO |  | YES / NO |  |  |
| Served on or chaired a conference planning committee | YES / NO |  | YES / NO |  |  |
| Consulted with or without pay | YES / NO |  | YES / NO |  |  |
| Advised students (academic) | YES / NO |  | YES / NO |  |  |
| Participated in a university-wide student recruitment event | YES / NO |  | YES / NO |  |  |
| Participated in a program/department student recruitment event | YES / NO |  | YES / NO |  |  |
| Participated in a university-fundraising event | YES / NO |  | YES / NO |  |  |
| Wrote recommendation letters for students | YES / NO |  | YES / NO |  |  |
| Participated in formally or informally structured or unstructured faculty mentoring | YES / NO |  | YES / NO |  |  |
| Other? | YES / NO |  | YES / NO |  |  |
| Other? | YES / NO |  | YES / NO |  |  |
| Overall Reflection on Section C (recommended limit 500 words) | | | | | |