Appendix A

Guidelines for Library Faculty Activity Reports

Library Responsibilities

1. Teaching
Characterize teaching performance and describe any significant developments, achievements, etc.

*Include:
- ASU classes taught in part or in full
- Bibliographic Instruction
- Research consultation sessions by appointment (including RAP and thesis sessions)
- Training sessions

*Attach:
- Peer review of instruction
- Student evaluation of instruction

*Examples of entries:
- AS 5000, "Appalachian Bibliography and Research," Fall 2000
- Bibliographic Instruction, Anthropology 3410
- Summer Reading Program discussion leader
- Library Services Orientations - Off Campus Program

2. Student Advisement

*Include:
Academic advising
- Graduate committees
- Thesis committees

*Do NOT Include:
- Involvement with Student Activities (Include in #13)

*Example of entry:
- Thesis Committee Member for...

*Item numbers correspond to those on the University's Annual Faculty Activity Report
Scholarship & Professional Activities

3. Research Projects/Creative Activities
List projects alphabetically, followed by separately arranged section of forthcoming (not yet accepted for publication) book reviews arranged alphabetically by title of review.

The project/activity must be more than mere contemplation of a topic or a casual investigation. It must be directed toward a scholarly report which is available for distribution. For each project include (1) if it is formal or informal, (2) if it is funded or unfunded and (3) the status of research - in progress, revising draft, etc.

For creative activities, indicate if the activity is a Juried Performance/Show, a Non-Juried Performance/Show, or Other.

Include:
- Projects resulting in papers accepted for publication.
- Projects resulting in papers being presented at national, regional, or state professional conferences.
- Projects which are funded.
- Projects, such as books, for which contracts have been let.
- Projects which meet the standards listed above for which a preliminary report is available in the Office of Research Services or the departmental office.

Do NOT Include:
- Projects being undertaken as part of doctoral or master degree requirements.
- Projects undertaken primarily by students.
- Projects undertaken for the development of class lectures.
- Papers developed for purposes of discussing the work of others at national, regional, or state, professional meetings.
- Works already submitted and accepted for publication. (Include as "forthcoming" in #4)

4. Publications
List publications alphabetically by title, followed by a section of book reviews arranged by the title of review. Book reviews must have the complete citation of the book reviewed.

Indicate whether a publication is a Book, an Edited Book, a Chapter or a Journal Article. For journal articles, you MUST state whether the periodical is "refereed" (F) or "non- refereed" [N].
Include:
- Published or accepted for publication in regionally recognized periodicals and monographs.
- Books accepted for publication.
- Papers published or accepted for publication by the Board of editors of an ASU publication.

Do NOT Include:
- Papers submitted, but not accepted, for publication.
- Papers conditionally accepted for publication.
- Papers distributed by the author which are not part of a publication or series of publications.
- Abstracts of publications.
- Publications which have no connection with the author's field of specialization.
- Committee reports and other documents which are the result of university responsibility of the faculty.
- Papers or any other such materials done as part of being a librarian: bibliographies or handouts.
- Publication listed as forthcoming last year.

5. Papers/Talks
List alphabetically by title citing title/date/place/association/presenter(s).

Do NOT Include:
- Presentations to campus groups which are part of your job responsibilities.

6. Professional Meetings Attended
List alphabetically, including official name of conference, place of conference, and dates.

Do NOT Include:
- Conferences at which you are a presenter. (Include in #5)
- WNCLN meetings/forums (Include in #16a)
- Regular or business meetings of non-professional organizations

Example of entry:
- American Library Association Annual Conference, Toronto, Canada, June 2003

7. Off Campus Scholarly Assignments
Indicate the purpose of the assignment.
8. Release Time
Indicate how much release time was granted and for what purpose.

9. Proposals for External Funding
Indicate the status of each proposal: funded, pending, or rejected.

10. Instructional or Faculty Development Activities
List alphabetically, including official name of activity, sponsoring agency, place held, and dates.

*Include:*
- Development activities sponsored by an outside agency or, if by the University, by an office or department outside of the Library. The activity must be related or connected to your field.

*Do NOT Include:*
- Library forums or discussions that are strictly for library personnel, presented by library personnel.
- Do not include academic course work.

*Example of entry:*
- Copyright Law in the Digital Age, Appalachian Learning Alliance Workshop presented by Laura Gasaway, Broyhill Inn and Conference Center, September 29, 2003

11. Curricular Changes or Other Activities Related to the Mission of Library

12. All Other Creative/Scholarly Activities
List here activities and projects which involve the development and use of professional talents and skills.

*Include:*
- Faculty performance, presentations, and exhibitions.
- Novels and other literary works under contract.
- Compositions which are available for distribution.
- Composition and other artistic work which receive award and/or critical acclaim.

*Do NOT Include:*
- Taking courses toward a degree
- Presentations to university committees which are reports of job-related or library-related activities.
Any activity or presentation which would be considered part of the faculty member's teaching or library-related responsibilities.
- Artist work which has not been performed presented or exhibited.
- Work which is undertaken as part of the normal teaching load.

**Examples of entries:**
- Editor, Patchwork, the web-based newsletter of the Appalachian State University Chapter of Phi Delta Kappa
- Grant Reviewer, National Endowment for the Humanities

**University and Community Service**

13. Involvement with Student Activities

*Include:*
- Faculty advisor to student organizations

*Do NOT Include:*
- Formal instruction. (Include in #1)
- Advisement. (Include in #2)

**Examples of entries:**
- Faculty advisor, Alpha Sweethearts
- Faculty Consultant for the Host Family Program, Office of International Programs

14. A. Cooperation/Assistance to Public

14. B. Leadership or Active Participation in Regional Service Activities
List only those activities within the domain of the faculty member's fields of specialization.

*Include:*
- Consulting work that is on a contract basis and is within the domain of the faculty member's fields or specialization.
- Speeches delivered before community or regional groups on topics within the faculty member's fields or specialization.
- Conferences and symposiums which are open to the public and are on topics within the faculty member's fields or specialization.
- Special programs developed for groups outside of Appalachian State University.
- Service to or co-operation with the public schools.
Do NOT Include:

- Attendance at regional or community conferences.
- Membership in community, regional or national organizations.
- Any activity, other than service to public schools, which would normally be considered to be a part of the faculty members' teaching activity.
- Service to professional organization or presentations at professional meetings. (List in #15).
- Social events.

Example of entry:
- Public Library Board

14. C. Professional Activities Related to International Studies or Programs

Include:

- Participation in or planning for university-sponsored faculty-exchange or study-abroad programs for students.
- Attendance at conferences or service on committees substantially devoted to international concerns.
- Publications or professional presentations dealing with international topics.
- Teaching courses on substantially international subject matter.
- Professional or curriculum development projects international in nature.

Do NOT Include:

- International travel engaged in for purely recreational purposes.

15. Leadership Roles

List positions in which you served as a chair or equivalent.

Include:

- Officer in professional organization.
- Coordinator of events for professional organization.
- Discussant of papers at a professional meeting.
- Organizer and/or chairperson of session for professional meeting.

Do NOT Include:

- Membership in professional organization. (Include in #16)
- Attendance at professional meeting. (Included in #6)
- University leadership or committee assignments. (Include in #16)
- WNCLN committee leadership. (Include in #16a)
- Activities in civic organizations which are not connected to faculty members' fields of specialization.
Examples of entries:
- American Library Association. Library and Information Technology Association. Education Committee, Chair
- North Carolina Library Association, Finance Committee, Chair

16. A. Committees/Councils/Boards/Task Forces – Library

Include:
- Library committees/task forces.

Do NOT Include:
- Team committees/task forces or informal interest groups.

Examples of entries:
- Departmental Personnel Committee
- Disaster Response Working Group
- Diversity Committee
- Internal Building Committee
- NEH Challenge Grant Committee
- Special Collections Working Group
- Western North Carolina Library Network. Communications Task Force

16. B. Committees/Councils/Boards/Task Forces - College/University

Include:
- Official university committees.

Do NOT Include:
- Membership on the Graduate Faculty
- Membership on a committee housed or affiliated with ASU, but not officially part of the University structure.

Examples of entries:
- Academic Policies and Procedures Committee
- Admissions Review Committee
- Core Curriculum Council
- Diversity Scholarship Committee
- University Research Council

16. C. Committees/Councils/Boards/Task Forces - Off-Campus (State or National)

Include:
- State or national committees/councils/boards/task forces
Do NOT Include:
- WNCLN committees. (Include in #16a)

Examples of entries:
- Appalachian Consortium. Regional Collections Committee
- SOLINET Outstanding Library Programs Awards Committee
- University of North Carolina. University Library Advisory Council. Automation and Networking Committee

17. Honors
List state, regional, national and/or international recognition as well as nature of each honor.

Include:
- Honors of a professional or scholarly nature

Do NOT Include:
- Social or community awards

Example of entry:
- Entered in the Directory of American Scholars, 10th ed.

18. Other Professional Activities

Include:
- Professional/scholarly organizations of which you are a member but in which you hold no committee assignments or positions of leadership.
- Other professional activities.

Examples of entries:
- Beta Phi Mu
- North American Society for Sports History
- North Carolina Distance Learning Association
- North Carolina Library Association
- Online Audiovisual Catalogers
- External reviewer for tenure and promotion consideration at another university.