

## Faculty Supplementary Data Report

Each member of the faculty makes an annual report which supplements the cumulative record in the faculty dossier and provides data which will be used in making recommendations for salary increases, promotion and tenure decisions, sabbatical leaves and other personnel decisions. Two copies of the report are to be filed electronically: one with the Division Chair and one with the office of the Vice President for Academic Affairs on or before the last Thursday of March each year. These reports include, but are not limited to, any of the following that are possible or appropriate:

1. Improvement of scholarly qualifications;
2. New academic or other professional duties and responsibilities;
3. Teaching and instructional duties;
4. Special responsibilities
5. Research - individual and cooperative;
6. Publications;
7. Honors and recognition received;
8. Academic and professional services and recognition off-campus;
9. Memberships in learned societies, academic organizations, and professional organizations;
10. Community service - state and local.

The template for this report is available on the MSU Staff Portal.

**Reviewed: Fall, 2008**

**Revised: Summer, 2015**

**Sponsor: Vice President for Academic Affairs**