

Academy Member Update Report

The annual update report is an important activity associated with active membership in the Academy. These reports are due annually on or before September 30 and should reflect activities and accomplishments in teaching and education that occurred during the previous academic year (i.e., July – June). This document provides answers to common questions. A separate document includes the required report format and directions. Please email omerad@lsuhsc.edu or call 504-568-2140 if you have other questions.

Why an annual report? As an Academy member, it is important to make public and seek peer review regarding your activities, excellence, and scholarly engagement in teaching and education, including participation in and contributions to the Academy as a community of educators. The annual report facilitates continuous development of one's Educator Portfolio and enhancement of supporting evidence of excellence and scholarly achievement in teaching and education. Update reports are peer-reviewed by the Academy Advisory Groups and specific written feedback from at least two peer reviewers are provided each member on an annual basis. Such review and feedback can be particularly important for professional development decisions and establishing evidence excellence and scholarly achievement in teaching and education (e.g., academic review). In addition, the update reports provide one of several routine methods for member input regarding priority professional development needs and interests. Maintaining an up-to-date and relevant Educator Portfolio is important, especially for applying for a different membership category (e.g., Master Teacher or Teaching Scholar) or renewing membership in the Academy every five years. At a minimum, the annual report provides evidence to support your ongoing membership and engagement in the Academy in at least the following ways:

1. Summary of engagement in a community of educators and scholarly achievements
2. Summary of active participation, leadership, and contributions to the Academy, as a community of educators.
3. An annual opportunity for reflection, goal setting, and focused planning in teaching/educational scholarship.

How do I complete the annual report? A standard template using Microsoft Word™ is provided and must be used. The format is compatible with the Educator Portfolio template. All you need to do is fill in the information requested. For your first annual update, you should include your activities and accomplishments since your acceptance as a member in the Academy. This way, you will have a continuous account of your activities, achievements, and contributions since joining the Academy. Subsequent annual update reports will reflect the activities and achievements in teaching and learning that occurred during the previous academic year (i.e., July – June). Keeping up with documenting activities and accomplishments minimizes the level of burden on already busy schedules, while facilitating good documentation that is so important for career development and advancement.

How do I submit my annual report? To submit your annual report, send the completed Word template as an email attachment to omerad@lsuhsc.edu. You may enter an electronic signature, but it is not required. Be sure to submit the report yourself directly from your email account, as this serves as your "signature" and it assures that the report received is the one you intended to submit. Upon receipt, you will receive a confirmation email message.

What are the consequences of my annual report? The inclusion of an annual report is an expectation of active Academy membership that is consistent with conceptions of scholarly engagement and supportive professional development activity. It is also important to the integrity of the Academy to provide evidence that members sustain and build upon their initial accomplishments that supported acceptance into the Academy and that they are active participants in Academy activities. Some Academy members may feel that they have not participated, contributed or accomplished as much as they had originally intended. We recognize that everyone, including ourselves, strive to balance competing priorities and schedules, as we try to seize and maximize opportunities for excellence and scholarly engagement in teaching and education. Setting one priority Academy goal each year (i.e., what we call a "focus strategy") is one way to facilitate steady scholarly growth and achievement. Therefore, please use the annual report process each year as an opportunity for honest reflection and proactive planning for the future. In addition, some Academy members may not be sure if they are "ready" to apply for a different category of membership. Peer review and specific feedback pertaining to annual reports are intended to encourage professional development and to help individual make such decisions. As you consider future Academy activities in which to be involved, core events include the following: Fall Symposium and Educational Scholarship Day (October), Spring Symposium (March-April), Academy Teams, and your personal selections from the Academy opportunities that fit your interests and priority professional goal(s) (e.g., faculty development and MERC workshops, Educational Enhancement Grants, Docere fellowship).