

ANNUAL DEPARTMENT REPORT CHECKLIST

- Table of Contents.....
- One Page Summary (also submitted electronically to Divisional Associate Dean and
Becky Florence for inclusion in annual A&S College Report).....
- Full-time Faculty Highlights.....
- Part-time Faculty Highlights.....
- Staff Highlights.....
- Student Highlights (Undergraduate and Graduate).....
- Faculty Research Productivity
(include and elaborate on FAR data, providing three years of comparative data).....
- Credit Hour Production (Undergraduate and Graduate) and Numbers of Majors/Graduates
(provide three years of comparative data).....
- Summary of Productivity for all Faculty Hired Within the Past Three Years
(courses taught, number of students, credit hours, external funding, etc).....
- Summary of Faculty Service
(to Department, College, University, Profession).....
- Summary of Outreach/Fundraising Activities (include copy of Department Newsletter).....
- Summary of Budgets/Accounts (address use of A&S Course Fees).....
- Summary of Progress on Last Eight Year Review's Action Plan or Mid-Cycle Report
(address status of the unit's last Five Year Plan and new needs, arranged in terms of no cost,
low cost, and high cost items).....
- Status of Last Annual Report's Goals.....
- New Department Goals.....

**Annual Reports must be submitted in electronic form to
your Divisional Associate Dean and the Dean's secretary
a *minimum* of two weeks prior to your year-end review meeting.**