

## Departmental Annual Report Checklist

- Table of Contents .....
- One Page Summary of Teaching, Research, Service, Awards, Facilities .....
- Highlights (1 page of 3 biggest accomplishments & 5 numbers representing impact, for Provost & President; also submit electronically to Divisional Associate Dean & Director of College Relations [include photo]) .....
- Highlights: Faculty, Staff, Students, Outreach, International Activities.....
- Discussion of Academic Analytics Faculty Quintiles .....
- Credit Hour Production (Undergrad & Graduate with 3 years of comparative data from OIRA) .....
- Numbers of Majors/Graduates (with 3 years of comparative data) .....
- Summaries of Undergraduate & Graduate Participation in Research (include numbers of: students, pubs. & conf. presentations), Studies Abroad, Internships, & Service Learning .....
- Summary of Diversity Activities.....
- Summary of Budgets & Accounts  
(initial, total, & current balances; address use of A&S Course Fees & endowment balances).....
- Progress on Action Plan from Last 8-Year Review or Mid-Cycle Report  
(include 3/5-Year Plan & new needs, listed in priority order of no cost, low cost, and high cost items).....
- Status of Goals & Initiatives from Last Annual Report.....
- New Department Goals & Initiatives .....

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

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