

Departmental Annual Report Checklist

revised April 2022

*Annual Reports cover the **prior calendar year** and must be submitted in electronic form to your Divisional Associate Dean and the Dean's secretary by **mid-June**.
(Next year's annual report deadline will be 1 May, before your annual meeting with the Dean.)*

- Table of Contents**
- 1-2 pages for each section:
- Chair's Summary Narrative**
- Highlights: Faculty Research**
- Highlights: Ugrad Experiential Learning (Research, Studies Abroad, Internships, Service Learning)**
- Highlights: Outreach & Engagement, International Activities**
- Discussion of Academic Analytics: Department & Faculty Performance**
- Summary of Diversity Activities**
- Summary of Budgets & Accounts**
(initial, total, & current balances; address use of A&S Course Fees & endowment balances)
- Faculty / Staff Hiring Plans (3-5 yrs)**

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