



## ACADEMIC DEPARTMENT ANNUAL REPORT

**Introduction:** The annual report allows chairs and directors to describe the activities, issues, and successes of the departments or programs they head. This is a regular mechanism for capturing information that will be useful for planning, program reviews, promotional activities and fundraising, and accreditations. These reports should highlight the past year's activities. In some areas, faculty members' professional development documents may be useful sources of information. Quantitative data will continue to be generated under the direction of the Provost. Departments may wish to include analyses of data in their reports. The deans will compile these reports and submit them to the Provost and President. The annual report is due the last work day in June each year.

### REPORT COMPONENTS:

#### Section I – Description of Department

Provide a brief description of the department including its mission and objectives, and the major activities it is involved with.

Provide a description of the department's academic personnel. Examples of possible elements to cover include an introduction of new hires and their areas of expertise; a brief overview of departures; significant contributions made by part-time and auxiliary staff; budget.

#### Section II – Current Year's Activities

Provide a narrative summary of the highlights of the current year, along the following major themes, if relevant:

##### *A) Teaching and Learning (undergraduate and graduate)*

Examples of possible elements to cover could include particular initiatives or achievements and innovations as related to teaching; cooperation with other departments at SMSU or other institutions; impact of recent accreditation exercises; initiatives with respect to graduate supervision; activities which support improvement of teaching skills; activities or committees formed to deal with teaching and learning; integration of technology; student success stories; and any other participation in the University's teaching mission.

##### *B) Scholarly/Creative Activity*

##### *C) Professional Development*

##### *D) Service to Students*

##### *E) Service to the University*

##### *F) Services to the Community at Large*

##### *G) Assessment*

Describe your area's assessment plan and results and how the results impacted or will impact teaching and learning.

#### Section III – Five Year Plan

Attach your Department's Five Year Plan. If you do not have a current Five Year Plan, consult with your Dean about an appropriate timeline for developing a Plan in conjunction with your program review(s).