

DEPARTMENTAL ANNUAL REPORT (due June 30 each year)

Please address each of the items, using this form as a cover sheet for your report.

DEPARTMENT: _____

YEAR: _____ CHAIRPERSON: _____

1. **CURRICULAR PROGRAM**
Describe curricular changes in your department's major or minor programs.
Mention any changes in core offerings.

2. **STAFFING**
Describe changes in staffing, e.g., increases or decreases in FTE faculty.
Comment on any searches carried out.

3. **FISCAL RESOURCES**
Describe any unmet budgetary needs, including needs in the area of technology.

4. **ASSESSMENT**
Please describe the assessment efforts within your department this year and
what changes have occurred as a result of your process.

5. **PLANNING**
Describe your department's plan for next year. (What are your departmental
goals for next year?)

6. **ACHIEVEMENTS**
Mention any notable achievements of your faculty/department/staff/students this
year.