

Annual Report Outline (HNS): Due annually

This report is for the use of the Office of the Dean only. It is due at the end of December.

- 1. Name of Unit**
- 2. Academic Responsibilities of the Unit (e.g. contributions to the FY Seminars, Common Curriculum, program for majors/minors, contributions to interdisciplinary minors/majors, living learning communities, lecture series, conferences, symposia) Approximate number of courses taught per semester. Approximate number of FTE students taught per semester. Average number of students per course.**
- 3. Numbers of full-time tenured, tenure track, full-time extraordinary, and part-time faculty. Faculty on leaves/sabbaticals/with course reductions. Reasons for the course reductions. Extent to which part-time faculty are teaching introductory courses.**
- 4. Description of mentoring process for new faculty.**
- 5. How is teaching assessed? How does the department do merit review? How well does the college merit review process work for the department?**
- 5. General Statement describing strategic planning in the department, including list of priority faculty hires *and needs for the next five years***
- 6. Staffing needs of the Department, including student assistants and work study students**
- 7. Space needs of the Department**
- 8. Operating Budget: list of expenditures and needs**
- 9. Library/Technology/professional development support needs**
- 10. Description of how goals and assessments are determined. To what extent are goals being met?**
- 11. Summary of Achievements of faculty, staff and students**
- 12. Special programming/projects/events**

Please attach most recently updated departmental by-laws. Please also attach a plan for moving faculty to a 3-2 teaching load, if possible.