Guidelines

Departmental Annual Report
College of Humanities and Social and Behavioral Sciences

DEADLINE: June 1

Annual reports are used by the dean, the associate dean, the provost, and those who may follow them as a resource for departmental activity. It is also a useful source for the college newsletter and for conversations with others outside the university in matters related to development. **There is no set format.** Chairs should submit their reports electronically to wixso1ka@cmich.edu as well as three hard copies. A copy of the department’s assessment report must also be submitted to the Dean’s Office at the time they are submitted to Academic Affairs. Chairs should contact Karen Wixson in the Dean’s Office to schedule their meeting to discuss these reports, and other issues as needed, with the Deans for early July. Departments changing chairs are asked to have both the current and the new chair attend the meeting.

Possible issues to address:

**Significant accomplishments**

a. curriculum changes  
b. faculty awards  
c. faculty publication  
d. other faculty activities  
e. student accomplishments  
f. staff accomplishments  
g. fund raising  
h. grants  
i. assessment activities  
j. student exit survey results  
k. improvement of teaching  
l. capstone course information  
m. implementation of technology

**Needs for the future**

a. faculty  
b. staff  
c. space  
d. equipment  
e. other

**Strengths/Weaknesses/Opportunities/Threats (Required)**