**College of Arts and Sciences   
Department Administrative Report**

**Calendar Year 2025**

**Name: Department:**

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Department Heads have numerous responsibilities. Please summarize how you have managed your department and faculty in the following areas, including successes and areas for improvement.

# Administrative Activities

List and briefly describe your major **activities,** **accomplishments,** and **challenges** in the area of departmental administration for the reporting period.

## General Administration

* Management of Personnel:
* Budgets and Funding:
* Other General Administrative Tasks:

## Students

* Scheduling and Curricula:
* Recruitment and Retention:
* Other General Student Administration Tasks:

## Faculty Members

* Faculty Recruitment and Retention
* Faculty Mentoring and Development:
* Other General Faculty Administration Tasks:

## Other Administrative Activities and Accomplishments

# Goals

## Progress on Goals for 2025

## Proposed Goals for 2026

Identify goals that the department intends to pursue for 2026.

* College Priority – Enrollment
* Other Departmental Goals

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Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_