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

**Calendar Year 2021**

**Name: Department:**

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Department Heads have numerous responsibilities. Please provide detail on how you have managed your department and faculty in the following areas, including successes and areas for improvement. Please provide progress towards your department’s Strategic Plan as well as your progress towards your individual goals and goals for future.

# Administrative Activities

List and briefly describe your major activities and accomplishments 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 Mentoring and Development:
* Other General Faculty Administration Tasks:

## Other Administrative Activities and Accomplishments

# Accomplishments and Progress Towards Strategic Plan

Provide a progress report towards department’s Strategic Plan goals and list relevant activities and accomplishments under each area.

* **Goal 1: Enhance Student Success and Social Mobility**
* **Goal 2: Elevate Research and Creativity**
* **Goal 3: Amplify Extension and Outreach**
* **Goal 4: Build a Robust University System**

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