

CHAIR ANNUAL ACTIVITY REPORT
DEPARTMENT OF XYZ
COLLEGE OF ARTS & SCIENCES
ACADEMIC YEAR XXXX-YYYY

Priorities for the Dean:

1. Recognizing that the Chair serves in two distinct roles; the role of the faculty and the role of the chair.
2. Recognizing that the principle responsibilities for a Chair are leading and managing.
3. Recognizing that actual teaching loads, and professional growth and development activities for Chairs will vary from department to department and from year to year based on a variety of factors.

Priorities for the Chair:

4. Ensuring that faculty are properly oriented, mentored, and evaluated.
5. Ensuring that department is properly managed and led to achieve its mission.
6. Within these priorities, maintaining appropriate contact with students and the classroom, and with one's academic discipline.

Current Review:

I have chosen the following distribution of effort and time for the current review:

Administration: ___%

Teaching: ___%

Professional Growth and Development: ___%

Service to the Institution: ___%

Activities:

Administration:

The Chair as an academic administrator; we recognize that the Chair is the principal administrator and leader of the department. Thus the Chair is responsible for the daily operation and management of the department as well as the strategic leadership toward the achievement of the department's mission.

- A. Administrative/Leadership Responsibilities/Duties (*i.e. Departmental Advocacy; Personnel Management; Department Management; Department Administration & Governance; etc.*)
- B. Administrative/Leadership Accomplishments/Contributions (*i.e. accreditation, faculty hiring; etc.*)
- C. Other Assigned Duties (*i.e. assigned duties by the Dean to Committees, etc.*)
- D. Other Activities

The Role of the Faculty:

The Chair as a faculty member of the department; the Chair is expected to engage in appropriate activities in the role of the faculty. We recognize that the teaching load and the level of professional growth and development activities must be viewed in the light of the other duties of

the chair as appropriate to her/his role in the department, the college, and institution.

Teaching:

- A. Courses Taught
- B. Student Related Activities - Teaching (*i.e. field trips, performances, etc.*)
- C. Curriculum/Course Related Activities (*i.e. course developed, assessment activities, etc.*)
- D. Other Teaching-Related Activities

Service:

- A. Department, College, University Service
- B. Non-University Service (*i.e. community, state, national*)
- C. Professional
- D. Other

Professional Growth and Development Activities:

- A. Publications/Scholarly Activities
- B. Presentations/Performances
- C. Research Grants
- D. Other Scholarly Activities

Next Review:

I have chosen the following distribution of effort and time for the next review:

- Administration: __%
- Teaching: __%
- Professional Growth and Development: __%
- Service to the Institution: __%

Goals for Next Review:

- A. Goals for Administration
- B. Goals for Teaching, Service, and Professional Growth and Development