**Department Chair Annual Activity Report**

**Date:**

**Name:**

**Department:**

**Teaching:**

 **Courses Taught/Innovations/New Courses**

 **Student Perception Report Summary**

 **Teaching Load**

 **Advising**

**Research, Scholarship, and Professional and Creative Activities:**

 **Conference Attendance**

 **Creative Activities**

 **Presentations/Publications**

 **Professional Participation**

**Service:**

 **Department**

 **College/University**

 **Community**

 **Profession**

**Administrative Performance:** (Include those activities outside of normal chair responsibilities)

**Program Maintenance** (Goals, Curriculum Development, Assessment, Student Recruitment)

**Personnel** (Faculty Recruitment, Faculty Development, Faculty Special Issues)

**Students** (Communication of Information to Students, Handling Student Concerns)

**Other**

**Goals:**

 **Results of Last Year’s Goals**

 **Proposed Goals for Next Year**