**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**