

**ACADEMIC DEPARTMENT CHAIR  
END-OF-YEAR TASKS  
2013**

1. Faculty evaluations: review materials, meet and discuss with faculty member, submit materials with your comments and recommendation to provost by **June 14**. (Deadline for faculty to submit to department chairs is June 7, 2013.)
  2. Three-year course cycle update due **June 14**. Submit to [provost@alb.edu](mailto:provost@alb.edu). (Previous years' cycles available from Karen Shuker.)
  3. Academic End-of-Year Report due **June 14 (see next page)**. Submit to [provost@alb.edu](mailto:provost@alb.edu).
  4. Faculty secretaries' evaluations due **June 21**.
- 

**ACADEMIC DEPARTMENT END-OF-YEAR REPORT  
2013**

Please describe the following, as each applies to this past academic year (2012-13):

1. Revisions to department mission statement, if any.
2. Preliminary Goals for FY14 (2013-2014) were submitted in December 2012 in preparation for FY14 budget development. Please provide any revisions to those 2013-2014 goals, if any, based on recent assessment work.
3. Activities to assess at least one of your program-level (concentration) student learning goals this past year and results of those assessment activities.
4. Additional departmental updates:
  - a. Changes in curriculum initiated in the past year and current status, if any.
  - b. Changes (positive and negative) in facilities, including technology and equipment, if any.
  - c. Activities associated with student recruitment and retention (e.g., updates to web site, social events for students, honors' society events, new admission materials, etc.)
  - d. Noteworthy events or student accomplishments.
  - e. Initiatives undertaken that were particularly successful that might serve as models for other departments.
5. Any additional comments.
6. (Optional) Append an updated copy of your department's assessment inventory grid to the End-of-Year Report. The grid is a summary of all recent student learning goals and assessment in your department and should be updated to include the latest assessment results. The update of the assessment inventory grid can be made on the previous year's grid, which is e-mailed to the department chair by the Assessment Committee.