**Annual Report for Academic Departments and Programs**

THIS FORM IS ALSO AVAILABLE ONLINE: <http://bit.ly/ProvostAnnualReport>

**Department: Academic Year:**

The purpose of this Annual Report for Academic Departments and Programs is to:

1. provide a forum for each department and program to share its progress and request supports, and,
2. help the College assess its achievement of the Strategic Plan and make adjustments as needed.

The report is divided into four sections: *Faculty Update, Student Update, Initiatives* and *Requests*.

**Section 1: Faculty Update**

*Strategic Plan Goals: I1. Promote excellence in Scholarship, Research, and Creative Activity; I3. Encourage Effective Teaching*

1. Please comment on your faculty profile, awards, grants, and fellowships.

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**Section 2: Student Update**

*Strategic Plan Goals: II2. Enhance Student Engagement and Retention; III1. Broaden Assessment Efforts Across the College*

1. Please fill out the accompanying [Assessment Progress Report](http://www.hunter.cuny.edu/academicassessment/repository/files/Assessment%20Progress%20Report%20Template.docx).
2. Please comment on student enrollment, retention, graduation and time to degree. Make reference to both undergraduate and graduate students where appropriate.

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**Section 3: Initiatives**

*Strategic Plan Goals: I2. Strengthen the Curriculum at All Levels; II3. Improve Student Advisement across the College*

1. Please briefly describe any faculty, student, pedagogical or curricular initiatives you are undertaking or plan to undertake in the near future to enhance your department or program.

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**Section 4: Requests**

1. Please fill out the Budget and Facilities form.
2. Please add any additional requests you feel are necessary to support your department or program:

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Finally, is there anything else about your department or program that you would like to tell us? Any additional accomplishments, concerns, or needs that you would like to share?

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