

## ANNUAL DEPARTMENT REPORT

### Directions for Preparing 2005-2006 Report SEMINARY DEPARTMENTS

Purpose:

The Annual Department Report documents the activities and accomplishments of the department in the year just past as well as information about the future needs and aspirations of the department. This information is important to administration. Assessment data demonstrates that students are learning as we intend for them to learn. Institutional priorities are derived from this information, particularly with regard to enrollment, promotional attention, and facilities needs. The Report is also a key record for use in periodic self-studies for Program Review. Data may also be useful in developing the 2007-2008 Self-Study document for re-accreditation with our regional accrediting commission.

Academic Indicators and Time Line: 2005-2006 Academic Year.

Academic Indicator	Used for...	Timeline
Summary of Faculty activities	January Report, 2006	Data for prior year (2005).

Please provide a complete copy of your report to your Dean as well as submitting a copy to the office of the Vice President for Academic Administration.

**The annual report is due in completed form by June 30, 2006.**

Report Sections:

1. FACULTY WORK LOADS.

Update the teaching loads for departmental faculty during 2005-06. ***Complete Table 2: Faculty Work Assignments for 2005-06.*** See sample.

2. FACULTY SCHOLARLY and PROFESSIONAL ACTIVITY and ACHIEVEMENTS:

- a. Did any departmental faculty receive awards or recognitions in this past year? If so, list these.<sup>1</sup>
- b. Summarize the ***creative and scholarly efforts of your faculty*** during the calendar year 2005 as reported in the January Report, 2006. ***Complete Table 6. Summary of Scholarly and Professional Productivity, 2006.***
- c. Has your department or its faculty received attention in local or church press in the past year? Attach copies of press stories for ***community or church service efforts*** (off-campus). These are placed in a faculty member's professional file.
- d. Do all your faculty who have not achieved full Professor status or Continuous Appointment have a current Faculty Advancement Plan? Discuss how well the planning process is working for your department.
- e. What proportion of the faculty attended a professional conference in the past year?

3. IMPROVING TEACHING:

- a. What plans have been discussed in the department to develop excellence in teaching among the faculty? What topics would you recommend as being of interest and/or needed for your faculty?
- b. Are you using any form of peer evaluation for class teaching by your faculty? If so, please describe.
- c. Describe any innovative teaching strategies used by your faculty.

4. DEPARTMENTAL GOVERNANCE:

How do ***students*** participate in departmental business?

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<sup>1</sup> Summarize from data provided on faculty Annual Reports.