

**COLLEGE OF THE PACIFIC
REPORT OF ACTIVITIES
FOR CHAIRS OF DEPARTMENTS
AND DIRECTORS OF CENTERS & PROGRAMS**

Name

Rank

Department

Period of Review: _____

Instructions: Provide responses to all relevant categories. Provide full citations for published work and indicate status (e.g., in press, in review, in preparation) for work in progress. Submit completed form to the Dean as well as giving it to a senior faculty member to evaluate your performance. Please be sure to include all teaching evaluations for the review period as well as an electronic copy of your curriculum vitae.

- I. Administrative Responsibilities as Department Chair
 - A. Communication Responsibilities (list the methods used to disseminate information and address issues/concerns effectively and efficiently)
 - B. Conflict Management (list any examples of student, faculty and/or staff conflicts you have managed and how you have resolved them)
 - C. Group Process (list all actions taken to facilitate sense of cohesion and teamwork as a department)
 - D. Resource Management (list greatest challenges in resource management and how you are trying to address them)
 - E. Personnel Supervision/Management (list all actions taken to develop and support faculty and staff you supervise)
 - F. Financial/Budget Development (attach copy of draft budget for next fiscal year and a brief rationale for each allocation)
 - G. Program/Process Initiatives (list examples of initiatives to improve the experience of students, faculty, and staff in department)
 - H. Assessment Activities
 - I. Faculty & Student Recruitment Activities
 - J. Mentoring Activities, including Letters of Recommendation, workshops, etc.

II. Teaching

- A. Courses taught (list all courses taught during review period).
- B. Advising (describe the amount and type [e.g., graduate, undergraduate] performed during the review period).
- C. Independent studies projects directed (list by title or student name).
- D. Interdisciplinary teaching (discuss all interdisciplinary teaching efforts including those with faculty outside the College).
- E. Teaching innovations (e.g., new uses of technology, innovations in lecture/seminar approach, novel assessment approaches).
- F. Theses completed or in progress (list all theses currently under your direction or completed during the review period).
- G. Undergraduate research projects directed.
- H. Supervision of internships or practicum.
- I. Other

III. Scholarship and artistic work

- A. Peer-reviewed publications (list with full citation, or indicate status).
- B. Presentations at regional or national meeting in discipline (list by title and indicate date and location of meeting).
- C. Invited presentation (list by title and indicate date and location of meeting).
- D. Workshop/panel participation (list by title and indicate date and location of meeting).
- E. Dramatic performances (list by title, location, and date).
- F. Creative non-performance work in the dramatic arts (e.g., script writing, costume design, direction, lighting design, choreography for productions other than those related to classes).
- G. Scholarly work in the visual arts (e.g., sculpture, painting, graphics art and other work in the visual arts presented for peer approved exhibition).
- H. Consulting related to the academic mission of the department.
- I. Grant writing.
- J. Commissioned work.
- K. Other

IV. Professional service

- A. Departmental Committees (list all noting leadership roles when appropriate).
- B. College elected committees (list all noting leadership roles when appropriate).
- C. University elected committees (list all noting leadership roles when appropriate).
- D. Ad hoc committees at any level (list all noting who made the appointment).

- E. Non-committee professional service (e.g., special tasks assigned by the department chair or dean, service related speaking engagements, approved fund raising activities, other service activities approved by the chair or dean).
 - F. Editorships.
 - G. Service as an elected officer of a professional organization.
 - H. Grant and contract administration.
 - I. Other
- V. Specific goals for the coming year. (List one or two goals in each of the areas of department administration, teaching, scholarship and service that you would like to accomplish in the coming year).