

Guidelines for 2013-2014 Annual Reports

This year we have created a spreadsheet ("Annual Report.xlsx") in which to enter information for several of the sections of your annual report.

Please note that only information that pertains to the 2013-2014 academic year should be entered in this spreadsheet.

The tabs in the spreadsheet and the information to be entered in them are:

"Faculty Nominated for Awards"- Provide a listing of faculty whom the department **nominated** for awards, honors, or memberships in prestigious organizations in 2013-2014 and the awards, honors, and/or organizations for which they were nominated.

"Faculty who have Received Awards" – Provide a listing of the faculty who **received** awards, honors, or leadership positions in prestigious organizations in 2013-2014 and the awards, honors, and/or organizations for which they received.

"Faculty Grants" – Provide a listing of faculty who received new grants during 2013-2014.

"Fellowship Leave" – Provide a listing of faculty on Fellowship Leave during 2013-2014.

Please attach copies of their final reports to your document below. *Please see the attached revised sabbatical report format.*

"Early Tenure Promotion" – Provide a listing of faculty who intend to apply for early tenure or promotion in 2014-2015.

"HCR Courses" – Provide listings of Hunter Core Requirement courses you offered in 2013-2014 and plan to offer in 2014-2015.

"Hybrid Online Courses" – Provide a list of online and hybrid courses offered in fall and spring by your program.

"Facilities" – List and describe your facilities and equipment repair needs on this tab.

In addition to the information provided in the spreadsheet, please provide the information requested below in a Microsoft Word document. Please feel free to use this document to provide any additional information you may wish to provide. Additional attachment requested below may be in Word or PDF format.

Faculty Support and Development Initiatives:

Provide a listing and description of sources of departmental support for faculty in 2013-2014. Include departmental initiatives to support faculty efforts to enhance their scholarship, seek external funding and other opportunities, and improve student success. Examples would include faculty mentoring programs (formal or informal), brownbag or colloquia series, seminars or

workshops, faculty retreats, assisting a faculty member with finding local employment for a partner or spouse.

Describe what support, if any, you provide to adjunct faculty.

What can the college do to help you improve faculty success, productivity and morale both within your department and more broadly throughout the College?

Student retention and success:

List and describe specific activities or initiatives your department has sponsored or participated in to improve the engagement, retention and graduation of Hunter students. Please be sure to include, if relevant:

early assessment/early alert systems to identify and help students in academic trouble as early in the semester as possible;

improved course scheduling to remove roadblocks, improve access, and help students make progress to their degrees; and/or

informed registration to let students know in advance what a course will require of them.

Student achievements:

Listing and describe any significant student successes in 2013 - 2014 sponsored or supported by your department.

Please list and describe any scholarships, awards or honors, mentoring or engagement activities you provided for your students.

Student advising:

Please describe the methods and approaches your department uses to ensure adequate advising for your undergraduate and master's students.

Be sure to note any improvements in advising services you have made over the past year or plan to make in 2014/15.

How can the college help you advise your students?

Assessment of Student Learning Outcomes

What changes, if any, did your department/program make in 2012-2013 as a result of your assessments of program level outcomes that year? What methods did you use to determine whether the changes achieved the goals you set for them? What were the results?

Describe the strategies you used in 2013-2014 to assess your program level student learning outcomes.

What have you learned from these assessments?

How do you plan to use the results of these assessments to improve your program(s)?

If you have changed your program's assessment plan and/or curriculum maps from last year, please attach your latest versions to this report as an appendices.

Curricula and programs:

Present a summary of undergraduate and/or graduate curricular or program changes and new developments that were developed and/or approved in 2013-2014 other than those described in the previous section. Include any interdisciplinary initiatives or Arts Across the Curriculum initiatives that your faculty are currently engaged in or are planning.

Please preview any upcoming reviews or accreditation visits in 2014-2015.

Instructional technology:

Please describe your department's use of technology to enrich courses and teaching with technology in 2013-2014.

Present a brief summary of your goals for improving instruction via technology in 2014-2015.

Innovations:

Is your department doing or planning anything that you regard as innovative with regard to faculty, students, or curricula? Please note any new program development, including interdisciplinary projects.

May we publicize your innovation(s)?

Personnel and Staffing:

Summarize retirements and other significant personnel changes that have occurred in the 2013-2014 academic year.

What retirements and other significant personnel changes do you anticipate in 2014-2015?

Provide full-time and/or part-time staffing changes would you like to see in your department, including your priorities for faculty lines.

Please also include changes in post-doctoral fellows, if applicable, that you foresee in the next two to three years.

Budget Request: A spreadsheet is attached so that you may indicate **new** budgetary requests. Please assume that your annual budget is steady state and that the items detailed in the spreadsheet are new requests. Please consider the category guidelines and try to include all of the items that you believe are essential to your programs' growth and improvement.