**2019-20 Annual Report of Academic Department/Program**

**INSTRUCTIONS:**

The annual report form is organized into several sections, outlined below. Please read carefully to determine which parts you should complete. Some sections have been trimmed this year, to decrease the amount of paperwork required of chairs; for example, you are being asked to review lists of courses taught by your faculty colleagues, rather than generating those lists yourself. We have also added Google forms to request budget information that you can edit later, if you desire. If you have questions about these changes or any part of this form, please contact Amy Quinlivan, quinlivana@kenyon.edu

When you have completed all relevant parts of this form (see below to determine which are relevant to your department or program), submit your report as an e-mail attachment to Amy Quinlivan, quinlivana@kenyon.edu. Annual reports and assessment reports are due by June 30, 2020.

**Outline of sections:**

Part A: Special Achievements

Part B: Budget Requests

Part C: Curricular Issues, Facility Needs, and Other Concerns

Part D: Staffing Issues

Part E: Projected Schedules

Part F: Courses and Course Releases

Part G: Contributions to Interdisciplinary Programs

DOAR: Department Outcomes Assessment Report

GEAR: General Education Assessment Report

**Who fills out which parts?**

**Chairs of academic departments** fill out all parts: A, B, C, D, E, F, G, DOAR, GEAR

**Directors of interdisciplinary programs graduating majors** fill out:

Parts A, B, C, D, E, F (if the program has its own faculty staffing), DOAR

**Directors of interdisciplinary programs not graduating majors** fill out:

Parts A, B, C, D, E, F (if the program has its own faculty staffing)

**Directors of other academic division programs**, including KILM, CGE, Writing Center, MSSC, CSAD, OAPP, BFEC, EHS, Olin Art Gallery, Visual Resources, fill out:

Parts A, B, C. *Please note, your supervisor may specify additional reporting requirements.*

**Part A: Special Achievements**

1. Individual Faculty Member Achievements (e.g. fellowships, awards, grants, as well as publication and service achievements of individual faculty members):
2. Student Achievements –Internal to Kenyon (e.g. Phi Beta Kappa, honors, fellowships):
3. Student Achievements – External honors and awards:

**Part B: Budget Requests**

Your requests for changes should be submitted on the Google form available via this link: <https://docs.google.com/forms/d/e/1FAIpQLSd4fPxz9Y5xBurPYch8n4ljIYHwQeb-lFMKZjaYum_IycoZjw/viewform>

**Part C: Curricular Issues, Facility Needs, and Other Concerns**

1. What curricular or programmatic issues does your dept/program have?
2. What student-related issues (if any) does your dept/program have?
3. What administrative/staff issues (if any) does your dept/program have?
4. What NEW facility needs/desires does your dept/program have? Please use this link to request facility needs: <https://docs.google.com/forms/d/e/1FAIpQLSeoRG472_u2auuCBZdDBl7M80xoorpNWh1tGXylVMStEMlLPA/viewform>

1. What other concerns do you have for your dept/program?

**Request for Repair and Replacement will be sent out in the Fall.**

**Part D: Staffing issues**

**Faculty positions:**

Please use this space to identify faculty staffing needs in coming years: (1) tenure-track lines, (2) full-time visiting needs, and (3) requests for support with individual courses.

* ***Tenure-track lines:*** Requests for tenure-track positions, either to replace faculty members vacating their lines or to create a new position, must be done through the formal RAAS review process described here: <http://documents.kenyon.edu/provost/raas_fte.pdf>
* If you plan to request at tenure-track line to RAAS please describe here.

* ***Full-time visitors:*** Requests to authorize a faculty search for a full-time visitor should be submitted by e-mail to the Provost as soon as the department realizes that a position will be vacant in the coming year. Please use this space to identify likely upcoming requests if they are known.
* ***Adjunct requests***: Please note any potential needs for single course replacements in coming years.

**Administrative or staff support issues:**

* Please indicate whether there is a likely need to replace a support position.
* Provide a brief position description for a replacement, indicating whether you have redefined the position significantly, and, if so, why.
* Provide a rationale supporting the request.
* Please report any other issues relating to support staff.

**Part E: Projected Schedules**

1. Please provide the projected schedule for dept chair/program director rotation:

|  |  |  |
| --- | --- | --- |
| 2020-21 | 2021-2022 | 2022-2023 |
|  |  |  |

1. If you chair a department or program with at least one faculty FTE, you will receive an electronic copy of the projected schedule of faculty reviews and sabbatical or other leaves for faculty members in your department or program. Please check that document for accuracy and respond here with corrections and/or additions:

PTR = pretenure review

TEN = tenure review

FPTR=first post-tenure review

PRO = promotion to full review

FPR = faculty performance review

SAB = sabbatical

JRL = junior leave

PL = parental leave

LNP = leave, no pay

3.  If your department has at least one faculty FTE, you will also receive an electronic copy of the projected schedule sabbatical leaves for the next ten years. Please review the projections and denote years when the department has atypical overlaps or gaps (years with without) in sabbaticals. This will be part of the yearly Chair/Provost conversation in the fall, and it would be helpful if the department had discussed potential ideas by which to minimize these irregular leave.

**Part F: Courses and Course Releases**

1. If you chair a department or program with at least one faculty FTE, you will receive an Excel worksheet listing the courses taught by each faculty member in your department/program this year. Please check that document for accuracy, reporting any additions or corrections here:
2. Also, for each full-time faculty member teaching fewer than five courses this year, please indicate the reason for the faculty member’s course release (e.g. dept chair, endowed chair, junior leave, parental leave, medical leave, administrative assignment, etc.):
3. If courses in your department/program should be counted in some particular way that may not be obvious to someone outside your department, include a brief explanation of that, as well.

**Part G: Contributions to Interdisciplinary Programs**

Please report contributions by your department members to interdisciplinary programs this year.

The twelve interdisciplinary programs’ designations are:

AFDS – African Diaspora Studies

AMST – American Studies

AMES – Asian Studies

BMB – Biochemistry and Molecular Biology

CWL - Comparative World Literatures

ENVS – Environmental Studies

ICC – Islamic Civilization and Cultures

INST – International Studies

IPHS – Integrated Program in Humane Studies

LLS - Latino/a Studies

LGLS – Legal Studies/Law and Society

NEUR – Neuroscience

PPOL – Public Policy

SCMP – Scientific Computing

WGS – Women’s and Gender Studies

1. Which, if any, of your department faculty members directed one of the programs above? (specify faculty member and program):
2. Which, if any, of your department faculty members taught courses listed under the designation of one of the programs above? (specify faculty member, program designation, and course number, indicating also if the course was double-listed):
3. How many of the courses taught under your *departmental* designation this year are listed in an interdisciplinary program as contributing to the requirements or electives for that program? (list by course designation and number, followed by the program to which they contribute, *counting only courses actually taught this academic year*):
4. Which, if any, of your department faculty members contributed to the advising and/or reading of senior exercises in an interdisciplinary program? (specify faculty member and program, *add for next year: plus number of senior exercise/honors read by each*):
5. Which, if any, of your department faculty members contributed individual lectures to an interdisciplinary course or program? (specify faculty member and program):
6. Did anyone in your department contribute in other ways to an interdisciplinary program? (specify faculty member, program, and nature of contribution):