

Departmental/Program End-of-Year Report Narrative (F29Z) **(Due June 20th)**

Department/Program _____

Chair/Director _____ Academic Year 20____ to 20____

1. Mission statement (As it appears in the most recent 5-year plan or as modified)
2. Department/Program's Five-Year Goals):

- Are on file in the department/program's office
- Are on file in the office of my dean
- Are attached electronically to this report
- A photocopy of the current Five-Year Goals has been sent to _____

PAST YEAR

3. Chair/Program's narrative overview (This section provides an opportunity to supply a context for the department's past year, mentioning any special circumstances that could have impacted its productivity).
4. Department/Program's specific objectives/strategies, including those from the 5-year plan for the past year (include action steps taken to implement objectives)
5. Department/Program's outcomes for objectives/strategies for the past year (include description of how action steps were assessed)
6. Proposed changes or revisions as a result of outcomes from past year (how have outcomes informed provisional plans for the upcoming year?)

NEXT YEAR

7. Department/Program objectives and priorities for next year
8. Specific plans to meet objectives and priorities for next year

Department chairs and program directors should check with their dean/supervisor to see if there are additional school/college requirements for this report.