

## 2018-19 CLAS Annual Report – Information requested from chairs and directors

This request has two purposes. First, it may serve to prompt fruitful planning and reflection within departments. Second, it will provide information needed for the CLAS Annual Report to the provost. The information requested is typically not otherwise available to the Dean's Office.

Please limit your comments to the current academic year except when providing comparative information across multiple years.

1. What are the major accomplishments of the department? Please provide examples from the current year that feature faculty members and students individually as well as collective efforts within the department. (4-10 examples)
  - a. Please include any special recognition, awards, or honors given to faculty or students
2. How has the department served Maine and beyond in the following ways? (okay to repeat examples from #1 if appropriate)
  - a. Community engagement
  - b. Economic development (including commercialization activity, if any)
  - c. Workforce development
  - d. "One University" initiatives
3. How has the department fostered mentoring for and professional development of faculty members? Specific details should be provided about the following:
  - a. Mentoring of junior faculty
  - b. Mentoring of post-tenure faculty
  - c. Evidence of effectiveness of mentoring program
  - d. Examples of outstanding mentoring initiatives
4. How has the department maintained or developed connections with alumni?
5. How, if at all, does the department's situation in 2018-19 differ significantly from the previous year?
6. What challenges are anticipated for the department in the coming year?
7. What new/recent initiatives do you expect the department to undertake/ continue in the coming year?
8. What progress has the department made on program assessment? Specifically:
  - a. Have learning outcomes been identified?
  - b. Have the data/evidence to be used and the process for evaluating it been identified?
  - c. Has collection of data/evidence begun?
  - d. Has evaluation of the data/evidence been undertaken?
  - e. Have modifications to curriculum, pedagogy, etc., been considered, planned, or implemented as a result of assessment activity? If so, please describe them.If the answer to any of these questions is "no," please provide the timeline for anticipated completion.

Annual faculty activity reports are to be submitted online via the Faculty/Staff Profile. All regular faculty members are expected to complete and submit reports. The Dean's Office will check for missing reports beginning on May 15. Please contact the Dean's Office if you have difficulty accessing the reports of faculty members in your unit.

**Please email departmental annual reports, in Word, to [clas@maine.edu](mailto:clas@maine.edu) by the close of business on June 21, 2019.**