# **Department Annual Activity Reports**

# **Digital Measures Reports**

#### **Overview**

Department Chairs should submit the following two reports to their respective Dean by July 1. Instructors have a deadline of May 31 for updating their individual activities.

- 1. The DEPT: Activities Report by Category is a compilation of department activities according to the categories of teaching, intellectual contributions, service, and honors/awards/recognitions. We recommend you pull this report first to help inform your summary (see below).
- 2. The DEPT: Annual Activities Department Level report includes the 300-word summary of departmental and/or programmatic information.

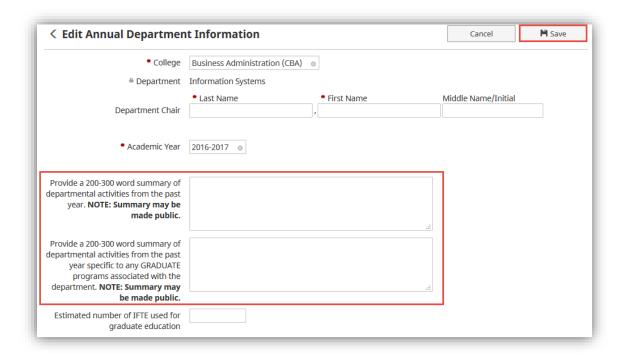
#### **#1 Run DEPT: Activities Report by Category**

Unless there is factually incorrect information, there is no need to clean/edit this document. The Deans understand its purpose. However, it may be a good way to identify information that needs to be cleaned up by your faculty – the lack of end dates tends to be a common problem.

- Click Run Reports > (Scroll down to your Activities Database University) select DEPT:
  Activities Report by Category (replaces Annual Faculty Report (by Category) report).
- 2. Select date range (e.g. June 1, previous year May 31, current year).
- 3. Click **Change Selection** under Whom to Include and select **Your Department**.
- 4. Save. Select your file format.
- 5. Run Report.

## **#2a Upload Departmental Information**

- Click Manage Data > Manage Data for Departments > Select your department > Annual
  Department Information > Add New Item.
- 2. If necessary, update College, and Department Chair information.
- 3. Upload the 200-300 word summary of departmental activities from the past year.
- 4. Click Save.



### #2b Run DEPT: Annual Activities Department Level report

- Click Run Reports > (Scroll down to your Activities Database University) select DEPT:
  Annual Activities Department Level (replaces Departmental Activities report).
- 2. Select date range (e.g. June 1, previous year May 31, current year).
- 3. Click Change Selection under Whom to Include and select Your Department.
- 4. Save. Select your file format.
- 5. Run Report.