

# Department Annual Activity Reports

## Digital Measures Reports

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### 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.*

1. 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

1. 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**.

< Edit Annual Department Information

Cancel
Save

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• College

▣ Department Information Systems

• Last Name

• First Name

Middle Name/Initial

Department Chair

• Academic Year

Provide a 200-300 word summary of departmental activities from the past year. **NOTE: Summary may be made public.**

Provide a 200-300 word summary of departmental activities from the past year specific to any GRADUATE programs associated with the department. **NOTE: Summary may be made public.**

Estimated number of IFTE used for graduate education

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

1. 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.