Department Annual Activity Reports
Digital Measures

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 steps 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 –lack of end dates tends to be a common problem.

1. Click **Reports > DEPT: Activities Report by Category**.
2. Select date range (e.g. June 1, 2018 – May 31, 2019).
3. Whom to Include, click **Change Selection** and select **Your Department**.
4. **Save.**
5. Select your file format.
6. **Run Report.**
7. Report will download.

< **Run DEPT: Activities Report by Category for Your Activities Database - University**
Download this report's template

1	**Date Range**		Start Date	January	01	2019	
			End Date	December	31	2019	

2	**Whom to Include**	Users Selected by	**All**
			Change Selection
		Include These Accounts	Enabled Only

3	**File Format** ❓	File Format	Microsoft Word (.doc)
			Changes made to the Microsoft Word document **will not** be reflected in the system.
		Page Size	Letter

2a. Provide/Upload Departmental Information

1. Click **Activities > Manage Data for Departments > Select your department > Continue > Annual Department Information > Add New Item.**
2. Update College, and Department Chair information.
3. Provide a 200-300 word summary of departmental activities from the past year - first dialog box.
4. Provide a summary of graduate program activities from the pas year (if applicable) - second dialog box.
5. Provide an estimate of FTE used for graduate education (if applicable).
6. Upload *Inclusive Excellence* report.
7. Replace department policy documents (merit; definition of scholarship) if changes have occurred in the past year.
8. Provide additional information regarding the department community partnerships – third dialog box.
9. Provide additional information on significant department level activities not captured above – fourth dialog box.
10. **Save.**

2b. Run DEPT: Annual Activities Level report

1. Click **Reports > select DEPT: Annual Activities Department Level** (replaces Departmental Activities report).
2. Select date range (e.g. June 1, 2018- May 31, 2019).
3. Click **Change Selection** under Whom to Include and select **Your Department.**
4. **Save**.
5. Select your file format.
6. **Run Report**.