**ANNUAL ACTIVITY REPORT**

Annual Activity Report for Department Chairs and School Directors

January 1, 2024 - December 31, 2024

**Goal:** To enable chairs and directors to report on and receive feedback on their administrative activities in a way that aligns with the performance survey that will be used for reappointment while also reporting on their ongoing teaching, research and service. The survey used for reappointment is posted on the ASC Intranet [Chairs and Directors page](https://ascintranet.osu.edu/chairs-directors/resources-documents) under “Chair and Director Reviews.”

Please provide information about your activities and/or key accomplishments in the following areas with respect to your role in your unit. A brief list or comment is sufficient, and mark NA if a particular area is not relevant for this time period.

**Please submit this report to your Divisional Dean by March 28, 2025**. **Attach an updated CV**.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of appointment as chair or director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vision and leadership:**

Describe key accomplishments in meeting previous year’s goals and advancing the department

**Faculty appointments and development:**

List major accomplishments in appointing and/or promoting faculty

List accomplishments in career development of faculty, including particular initiatives in mentoring and nominating for major awards

Describe efforts and successes in diversifying the faculty and/or promoting inclusive excellence in the unit

**Staff appointments and development**

List significant efforts and accomplishments in managing staff and supporting their professional development

**Program development and assessment:**

List major activities and accomplishments in student recruitment, curricular innovation, and oversight of course schedules and enrollments

Describe any progress on implementation of program review action steps

**Fostering connections beyond the department:**

List key activities and accomplishments in:

* developing relationships with other chairs/departments/centers /colleges
* fostering relationships with alumni and donors
* fostering internal and external communication about the department/school

**Governance:**

Summarize any revisions to governance documents or innovations in structure or function of departmental committees

**Management:**

List any changes to leadership team/staff

List any professional development activities or other individual efforts to strengthen the effectiveness of your management of the unit

List any particular accomplishments in relation to managing the budget

Describe efforts to foster communication within the department

**Achievements in scholarship:**

Describe your most significant achievements in scholarship this year

**Teaching activities:**

**Other professional service activities:**

**Goal Setting:**

Please list 2-3 goals that you have for the upcoming year in your role as chair/director