

Use these sections for the annual report. You should have text for each category

I. Mission and Goals

II. Significant Achievements and Changes

Report the changes to the unit for the year. This could be both positive and negative results, including new hires, retirements, promotions, recognitions, new assignments, etc. These two subsections should be included:

a. Progress related to strategic plans and university priorities

b. Assessment of Effectiveness

Results of benchmarking for assessing effectiveness and productivity as related to that of your peers. How does the department rank nationally, internationally? Include benchmark data and the source. Report the assessments you are using (exit interviews, exams, capstone course, etc) for student assessment.

III. Achievements in teaching, research, and public service.

a. Teaching and Advising.

Report the achievements of teaching and advising, teaching awards, grants to support teaching, especially those of national, regional, or statewide significance. Report awards or achievements of the faculty

b. Achievements in Research or Creative Activity

Grant activity, awards, results of projects, endowed chairs. Report awards or achievements of the faculty.

c. Public Service.

Provide examples of university, community, state, or national service of faculty, staff or students. Report professional activity such as journal editors in this section. Report awards or achievements of the faculty.

Public Services to Department, College, University and Community 2004-2005

	AEAB	AEED	ANSC	BAEG	CSES	ENTO	FDSC	HESC	HORT	PLPA	POSC
Committee Chair											
Committee Member											
Invited Seminars/ Speakers											
Editor											
Judges or Consultants											
Grant Reviewers											
Journal Reviewers or Editors											
Research Reviewers											
Professional Session Chair											
Service											

IV. Achievements of Students and Alumni

a. Significant awards of graduate and undergraduate students.

b. Significant achievements of your graduates.

Include the graduation year, if known.

c. Career Opportunities for Graduates

Report the type of jobs that graduates are obtaining, entry salaries, outlook for the major.

V. Publications

{Only published articles should be reported; do not include accepted articles; use the calendar year (January-December 2004) for this section. Use your accepted professional society style manual for citation format.}

Department Name

Books and Book Chapters:

Refereed Publications:

Non-Refereed Publications:

Proceedings:

Invited Presentations:

Bumper's College of Agricultural, Food and Life Sciences

Publications & Other Research Activities 2004

	AEAB	AEED	ANSC	BAEG	CSES	ENTO	FDSC	HESC	HORT	PLPA	POSC	Total
Books												0
Book Chapters												0
Refereed Publications												0
Non-Refereed Publications												0
Invited Lectures												0
Other Papers, Lectures, etc.												0
Other Creative Endeavors												0
Total	0	0	0	0	0	0	0	0	0	0	0	0

VI. State of the Department

Department Name

This section is a status report of the unit. Is enrollment up or down, grants improving, space needed, vacant positions, etc. This is your assessment of needs of the department/program.