

ECS Departmental Annual Reports Practice

- ECS Departmental Annual Reports are written/compiled by the department chair, submitted to the dean, and distributed to others at the discretion of the department chair and/or dean.
 - An ECS Departmental Annual Report is a narrative that describes the state of the department in addition to satisfying the requirements for other uses/elements outlined below.
 - Due annually by March 31.
 - Rationale: Department chair evaluation of faculty annual reports is to be completed by February 15. The ECS Annual Report is due in May. A due date of March 31 for ECS Departmental Annual Reports provides ample time for department chairs to utilize faculty annual reports and other sources to prepare their Departmental Annual Report and then for the dean's office to prepare the ECS Annual Report. While other uses of the Departmental Annual Reports have specific due dates, the time sensitive nature of their content is not as critical as for faculty annual reports and the year-end ECS Annual Report.
 - Uses- six uses/elements of ECS Departmental Annual Reports are outlined below
1. SACS- Annual Report
 - Due annually by November 1.
 - Submitted to SACS office by the department chair with a copy to the dean's office.
 - "A summary of recent departmental accomplishments, including the types of accomplishments you may have previously submitted in annual reports- research productivity, grants funded, teaching awards, performances, products, and other accomplishments relevant to your discipline (can be cut and pasted from departmental annual report)."
 2. SACS- Strategic Review and Assessment Template
 - Due annually: May 31 target date;
 - The Departmental Annual Report must contain narrative and evaluative responses to A and B below for use by the dean's office in preparing a response to this SACS requirement.
 - A. In response to ECS goal #2: To support faculty and staff members' commitment for achievement in teaching, scholarly pursuits, professional development and service contributions.
 - Measure (4): Chair evaluation/assessment report of departmental service from faculty annual reports and other activities as graded on an academic scale.
 - This item is completed and submitted by the department chair within the departmental annual report.
 - B. In response to ECS goal #3: To promote Christian values and community.
 - Measure (2): The richness of ECS vocational and Christian related activities reported by the Student Success Specialist and department chairs and observed and graded by the dean on an academic scale.
 3. Chair evaluation- in conjunction with faculty (and chair) annual reports, departmental faculty feedback, dean feedback, and other information to assess appointment/reappointment of department chairs.
 4. ECS Annual Report
 - Due at the request of the Provost's Office in May.
 - Submitted by the dean's office to the Provost's Office.
 - Conforms to prescribed format.
 5. Departmental Operational Plans- as defined in Baylor's strategic planning process, these operational plans outline a unit's plan to improve incrementally and provide the university with information to guide planning and decision making. One of the expected elements of departmental operational plans is to describe the current state of the department.
 6. Departmental faculty/staff information- communication of departmental accomplishments and other information constructively informs the faculty, staff and dean.