

Office of the Academic Deans

Cheryl Brandsen, dean for the social sciences and contextual disciplines

Stan Haan, dean for the natural sciences and mathematics

Mark Williams, dean for the arts, languages, and education

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To: Department chairs

With the new academic year upon us, the first essential step in planning for this year and next begins with your State of Department report. Here are the main parts of this annual process.

1. The department chair submits to the academic dean a written State of Department report. The report should be submitted electronically to Caroline, our assistant, at cchad@calvin.edu. Those departments with strategic plans should reference those plans in all appropriate sections of the report.

A template with guidelines for the content of this report can be downloaded from the chairs' page at <http://www.calvin.edu/admin/provost/chairs/sod.html>. Please report some information for each item in the report, as several committees or offices need pieces of information these reports supply.

Your administrative assistant will talk with you about how best to support you in gathering the information for your report.

2. The department chair meets with the dean to discuss the report. (This is also an appropriate time to discuss possible adjustments to the spring class schedule.)
3. The academic dean submits a report to the provost on the state of the division, recommending positions and semester-hour allocations.

Please submit a written report electronically (cchad@calvin.edu) no later than three days before meeting with your academic dean. Plan to meet for at least an hour between Monday, 27 September and Friday, 8 October.

Please ring Caroline, our assistant, at 6.6263 to arrange a convenient appointment time. If there is a change in the leadership of the department, it is expected that the previous chair will assist his or her successor in writing the report.

Thank you for your time and effort with these tasks.