



Key Performance Indicators (KPIs)

Fall Semester: August 24 – December 18, 2026

Spring Semester: January 11 – May 10, 2027

KPIs for Department Chairs

These KPIs help Academic Administration see what's going well and where more support is needed. They help us grow together, support our students better, and stay focused on SWAU's mission.

Administrative Checkpoints

Why it Matters: This keeps us organized and accountable as an institution. Timely submissions and documentation help us monitor progress, comply with accreditation, and support smooth academic operations. Meeting notes to Academic Administration.

- Student success reports to Student Success Office.
- Syllabus logs by Aug 23 (Fall) and Jan 10 (Spring).
- Canvas verification by LMS at semester start.
- Final grades by Dec 19 (Fall), May 12 (Spring).
- Assessment/program reviews by posted deadlines.
- Submit budget/initiative proposals to VPAA and VPFA.
- Document faculty mentorship, hiring, evaluations.
- Track collaborations via proposals, committees, or emails.

Department Communication

Why it Matters: Clear and regular communication fosters trust, teamwork, and responsiveness. It helps us act early to support struggling students and keeps departments aligned with the university's mission.

- Regular communication with faculty.
- Annual policy reviews for accreditation alignment.
- Coordinate input for self-studies/strategic planning.
- Hold at least 2 department meetings per semester with minutes.
- Faculty check-ins by Oct 14 (Fall), Mar 3 (Spring).
- Submit intervention list by Oct 16 (Fall), Mar 5 (Spring).
- Assessment report due May 30, 2027.

Academic Quality & Course Management

Why it Matters: This ensures academic excellence and consistent student experiences. Good course planning and innovation help students graduate on time and stay engaged. Maintain course rotation planning.

- Approve all syllabi for consistency.
- Promote teaching innovation.
- 100% syllabus submission by Aug 23 (Fall), Jan 10 (Spring).
- Canvas published by Aug 23 (Fall), Jan 10 (Spring).
- 90%+ on-time grade submission.

Faculty & Student Success

Why it Matters: Strong support systems for faculty and students help improve retention, learning outcomes, and a sense of belonging. Support inclusive teaching.

- Support students on probation or with challenges.
- Collaborate with Student Success and Student Life.

Budget & Personnel Management

Why it Matters: Departments need thoughtful budgeting and strong leadership to grow. Mentoring faculty ensures long-term sustainability and academic quality.

- Manage dept budgets.
- Mentor, onboard, and support promotions.
- Budget requests by Mar 1, 2027.
- Faculty evaluations by Apr 1, 2027.

Strategic Growth & Collaboration

Why it Matters: Innovation and external engagement strengthen academic programs, help attract students, and keep us connected to real-world needs. Lead interdisciplinary projects.

- Advance alumni/employer engagement.
- Submit at least one department initiative annually.
- Attend or delegate Academic Council meetings.