

**Chair Transbn: Outline of possible topics for conversation between incoming chair/director, outgoing chair/director, and as necessary the ADC**

- x **Departmental/Program records** would be helpful to summarize the content of these documents and convey where they are located.
  - x **Academic Data Profiles** for the department/program (most recent, housed in Canvas)
  - x **Annual reports** submitted by the previous chair (please see Jen Scanlon's email on 4/23 for the revised report process).
  - x **Decennial review**

- x **Staff (ADCs, lab instructors, and other staff):** Performance reviews and check-ins. Any relevant information