

TO: Academic Deans
Center Directors
Institute Directors

FROM: David Glassman
Provost and Vice President for Academic Affairs

DATE: September 23, 2013

RE: Format Specifications: 2012-13 Departmental, Center, Institute and College Annual Reports

By December 1, 2013 the College Deans and Graduate School Dean, shall submit to the Provost's Office one electronic copy of the 2012-2013 departmental and center reports and either a separate college report or an integrative summary of the departmental and center reports. The college report should also include college information not specifically addressed in the departmental reports. Each dean will establish deadlines within their college for the completion of departmental and center reports. Also, each dean may wish to gather additional information for college-level purposes that is not being requested at the university level.

Centers or Institutes that report directly to the Provost will prepare and submit an annual report for their academic unit.

Note that the reporting period for the 2012-13 reports includes the 2012-13 academic year and the summer of 2013.

The general format and content specifications for annual reports this year are similar to those used in recent years.

Be as concise as possible while conveying complete information. Graphs, tables, etc. should be inserted within the pertinent section of the report. Use appendices only for supporting information that is not essential to understanding the main thrust of the material within a section.

Section I: Characterization of the Unit. The contents of this section should be discussed with the college dean before the departmental report is finalized.

- A. Provide a concise description of the mission of the unit.
- B. Provide a restatement of the unit's objectives for 2012-13 (contained in last year's report).

- C. Describe the unit's activity profile by mission component. Refer to the "faculty activities" list attached to the call for annual faculty activity reports and modify it as necessary to accurately reflect the unit's activity profile.
- D. Identify; the various products of faculty effort under the unit's activity profile. Describe how these products can be measured qualitatively and/or quantitatively.

Section II: Accomplishments in 2012-13.

- A. Provide a description of the unit's successes and failures in accomplishing the 2012-13 objectives provided in Section I.B.
- B. Identify and describe (qualitative or quantitative as necessary) any obstacles encountered by the unit in accomplishing its 2012-13 objectives.
- C. Provide a unit-level (not individual) compilation of the specific products of faculty activity in 2012-13. This compilation should be expressed in terms of the measures identified in Section I.D.
- D. Provide an overall assessment of the quality and the quantity of the products compiled in Section II.C. Identify and describe (qualitatively and/or quantitatively as necessary) obstacles encountered by the unit that re impeding the quality or the quantity of the unit's production of the products compile in Section II.C.

Section III: Report on Implementation of the Unit's Assessment Plan

- A. Describe progress made within the unit in collecting and analyzing data based on the unit's assessment plan.
- B. Describe any adjustments the unit has made (if any) since last year in its assessment plan.
- C. Describe any changes made in the unit's programs during the past year that were a direct result of the unit's assessment process.
- D. Identify and describe (qualitatively and/or quantitatively as necessary) any obstacles encountered by the unit in implementing the unit's assessment plan during the past year.

Section IV: Student- Faculty Creative Collaboration – "The Special Emphasis"

- A. Describe and quantify student-faculty creative collaboration within the unit in 2012-13.

Section V: Short and Long-term Objectives

- A. Provide a statement of the unit's objectives for the 2013-14 year.
- B. Provide a statement of the unit's long-term objectives (each unit may use is own planning horizon).

Section VI: General conclusions or Additional Information

- A. Provide general conclusions or any additional information not addressed in Sections I-V.