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**SUBJECT: ANNUAL REPORT OF ACADEMIC COLLEGES AND SCHOOLS**

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- I. PURPOSE: To provide for compiling and submitting annual reports of academic colleges and schools.
  
- II. POLICY: A tool for assessing the effectiveness of colleges and schools is an annual report of academic activities. Primarily a qualitative summary, the report should be submitted to the Provost's office by July 31 each year, and it might include:
  1. Descriptive information addressing major objectives and progress toward meeting them;
  2. Summary information on unit assessment plans and their implementation;
  3. Academic programs introduced, deleted, or revised;
  4. Outcomes of instructional experiments in progress or changes in instructional delivery;
  5. Significant faculty development activities
  6. Special recognitions of faculty, staff and students;
  7. Highlights of ongoing scholarly/creative activities;
  8. Outcomes of significant professional service activities;
  9. Future goals and objectives and how these align with the University's goals and mission, and how these will be measured;
  10. Challenges and opportunities the college or school may be facing.