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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 reporting and assessing the effectiveness of colleges and schools is an annual report of academic activities. Primarily a qualitative summary, the report must be submitted to the Provost's office by August 31 each year, and it might include:
  1. Descriptive information addressing major goals and objectives and progress toward meeting them;
  2. Summary information on unit assessment plans and the results of the implementation of those plans;
  3. Academic programs introduced, deleted, or revised and the impact of those changes;
  4. Significant faculty development activities;
  5. Special recognitions of faculty, staff, students, and alumni accomplishments;
  6. Highlights of scholarly/creative activities;
  7. Outcomes of significant professional service activities;
  8. Future goals and objectives and how these align with the University's goals and mission, and how these will be measured;
  9. Challenges and opportunities the college or school may be facing.
  
- III. DISTRIBUTION:
  1. A PDF copy of the annual report must be posted on college/school websites. In addition, a web link to the report must be forwarded to the Provost's office by September 15.
  
  2. A hard copy distribution list will be available from the Provost's Office.