

**DIVISION OF ACADEMIC AFFAIRS
ANNUAL REPORT OUTLINE**

INSTRUCTIONS: *Annual Reports are due in the Office of the Provost June 2, 2008 via email and on CD. Also, please submit a bound copy. The report should be single spaced using justified margins. The font and font size to use is **Times New Roman, 12pt**. The report should also include a cover page and table of contents.*

The Annual Report from each unit should be the basis for public relations and information. The report should be descriptive, accurate, concise, and submitted specifically as indicated below. (If a section/item does not apply, please indicate with N/A). A letter of transmittal should accompany your Annual Report.

NOTE: *Documents that do not adhere to these instructions will be returned to the Dean/Unit Administrator for revision.*

- I. EXECUTIVE SUMMARY (4 pages maximum) – (Please do not use tables in the summary)**
 - A. Introduction
 - B. Vision
 - C. Mission
 - D. Overview of **Significant** Accomplishments/Outcomes (which may include the following)
 1. Programs, Initiatives and Activities
 2. Research
 3. Interdisciplinary and Inter-institutional Collaborations
 4. Enrollment
 5. Students/Scholarships/Fellowships
 6. Outreach & Engagement
 - E. Goals For Upcoming Year (2008-2009)

- II. OVERVIEW OF THE UNIT (4 pages maximum)**
 - A. Overview of the Unit's Strategies/Role in the University and Futures
 - B. Number of Current Faculty and/or Staff
 - C. Number of New Employees/Faculty/Staff
 - D. Advisory Board Members (if applicable)
 - E. Basic structure – Organizational chart

- III. KEY GOALS (4 pages maximum)**
 - A. 2007-2008
 1. Statement of Each Goal

2. Key Indicators of Progress
3. Outcomes/Results of Goals
4. Data Summary and Productivity Measures for the Schools/Colleges
(i.e. enrollment, graduation, and retention data highlighting the best in the Departments and progress towards goals)
5. New Faculty and Administrators as Related to Goals of Capacity Building

IV. MOST SIGNIFICANT ACCOMPLISHMENTS (7 pages maximum)

A. Learning

1. Innovations in Pedagogy Implemented Including the Use of Information and Instructional Technology
2. Accreditation/Licensure Reviews
3. Facilities Updates
4. Faculty Awards and Promotion
5. Student Honors/Scholarships/Fellowships
6. Alumni and Employer Feedback
7. Summary of Student Opinion Form Ratings

B. Discovery

1. New Research Awards
2. Scholarly Productivity
3. Professional Growth and Development – Faculty and Staff

C. Engagement

1. Outreach and Access Activities
2. New Collaborations/Partnerships
3. Student Activities – Organized Student Activities and Groups:
sophomore/senior survey results
4. Staff Activities in Support of Learning, Discovery, and Engagement

D. Retention

1. 3-4 Major Retention Goals - With Accompanying Strategies and Outcomes/Results Achieved

V. GOALS FOR UPCOMING YEAR 2008-2009 (2 pages maximum)

A. Key Indicators of Progress

VI. APPENDICES – Supporting Data (*Use tables where appropriate*)

A. Faculty Data by Department

1. Tenure Density by Age/Gender/Ethnicity (do not include faculty names)
2. Awards and Professional Recognition
3. New Research/Scholarship Initiatives
4. Scholarly Productivity of Faculty – papers, articles, books, presentations, performances

- B. Student Enrollment Management Data by Department and Major
 - 1. Enrollment, Retention and Graduation Rates
 - 2. SCHs Generated per Program

- C. Student Activity Data
 - 1. Awards/Scholarships/Fellowships/Honors
 - 2. Major Employers of Students
 - 3. Internships and Co-ops
 - 4. Other Relevant/Appropriate Data

- D. Listing of Public Service Activities

DIVISION OF ACADEMIC AFFAIRS UNITS

I. ACADEMIC UNITS

- A. Schools/Colleges
 - 1. School of Agriculture and Environmental Sciences
 - 2. College of Arts and Sciences
 - 3. School of Business and Economics
 - 4. School of Education
 - 5. College of Engineering
 - 6. School of Graduate Studies
 - 7. School of Nursing
 - 8. School of Technology

II. ACADEMIC SUPPORT UNITS/PROGRAMS

- B. Academy for Teaching and Learning
- C. Enrollment Management
 - 1. Admissions
 - 2. Financial Aid
 - 3. Registrar
- D. Associate Vice Chancellor for Academic Affairs
 - 1. The Center for Distance Learning
 - 2. Office of Continuing Studies
 - 3. Evening/Weekend Programs
 - 4. Summer Sessions and Outreach
 - 5. Title III HBCU and HBGI Programs
- E. Military Sciences
 - 1. Aerospace Studies
 - 2. Army ROTC
- F. The Center for Academic Excellence
- G. EPA Salary Administration and Personnel
- H. F. D. Bluford Library
- I. Honors Program
- J. Institute for Advanced Journalism Studies
- K. International Programs
- L. Special Assistant to the Provost and VCAA
- M. University Studies
- N. Waste Management Institute

III. ADMINISTRATIVE UNITS

- O. Associate VCAA/Planning, Assessment and Research
- P. Institute of Public Health