

DIVISION OF ACADEMIC AFFAIRS
ANNUAL REPORT OUTLINE
2008-2009

INSTRUCTIONS: *Annual Reports are due in the Office of the Provost on **Monday, June 1, 2009** via email and on CD. Also, please submit one **spiral bound** copy. The report should be **single spaced using justified margins**. The font and font size to use is **Times New Roman, 12pt**. Please so not include tables and charts in the **Executive Summary (section I) nor the body of the report (sections II – V)**. 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 and charts)**
 - 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 (2009-2010)

- II. OVERVIEW OF THE UNIT (4 pages maximum) - (Please do not use tables and charts)**
 - 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) - (Please do not use tables and charts)

A. 2008-2009

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 (8 pages maximum) -

(Please do not use tables and charts)

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
8. Building Academic Excellence

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 2009-2010 (2 pages maximum) - (Please do not use tables and charts)

A. Key Indicators of Progress

VI. APPENDICES – Supporting Data (Use tables and charts 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
 - 9. Joint School of Nanoscience and Nanotechnology

II. ACADEMIC SUPPORT UNITS/PROGRAMS

- B. Academy for Teaching and Learning
- C. Enrollment Management (**The Executive Summary should include the three units listed**)
 - 1. Admissions
 - 2. Financial Aid
 - 3. Registrar
- D. Associate Vice Chancellor for Academic Affairs (**The Executive Summary should include the seven units listed**)
 - 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
 - 6. International Programs
 - 7. Waste Management Institute
- 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. Special Assistant to the Provost
- L. University Studies

III. ADMINISTRATIVE UNITS

- M. Associate VCAA/Planning, Assessment and Research