<div align="center">**Annual Report**</div>

By August 15 of each year, vice provosts, deans, and directors will submit to the provost a succinct and focused annual report (seven pages max) of significant achievements and changes in their units for the previous calendar year. These reports will constitute a major source of information regarding institutional achievement and effectiveness throughout departments, offices and units, divisions, colleges, and schools. The report must be submitted in both paper and electronic file formats.

As a basis for these reports, each unit represented on the organizational chart will submit a report to the dean, director, or vice provost who provides oversight to the unit. (Individual vice provosts, deans, and directors may ask additional units in their areas also to prepare reports as well.) From these reports, the vice provost, dean or director will prepare the annual report for the school, college, or division.

I. **Reports by vice provosts, deans of non-college units, and directors should typically include all the following elements:**
   1) **a one page executive summary,** which includes numbers of grants, dollars, publications, student growth, new faculty, new administrators, awards/honors, and significant accomplishments.
   2) a statement of significant achievements and changes, both positive and negative,
   3) a report of progress and accomplishments related to strategic plans and university priorities and goals, and
   4) a report on the results of benchmarking and other unit procedures for assessing effectiveness and productivity as related to that of peers.

II. **Reports by deans of schools and colleges should typically include all the following elements:**
   1) **A one page executive summary** which includes numbers of grants, dollars, publications, student growth, new faculty, new administrators, awards/honors, and significant accomplishments..
   2) Significant achievements and changes of college or school and programs/departments, both positive and negative, including progress related to strategic plans and university priorities such as the initiatives to support teaching and research, results of college or school assessment of student learning, and results of benchmarking and other procedures for assessing effectiveness and productivity as related to that of peers. This section should be consistent with the Memorandum of Understanding developed as a result of the most recent program review, or the strategies for progress/maintenance.
   3) Achievements in teaching, research, and public service, especially those of national, regional, or statewide significance. Append a listing of college or school awards to faculty for teaching, advising, research and creative activity, and public service.
   4) Achievements of students and alumni or former students, especially those of national, regional, or statewide significance. Append a listing of student honors and awards as announced at the college or school honors ceremony and of other students receiving campus recognition.

III. **Attach a complete (unnumbered) bibliographic listing, alphabetized by the first UA author, of scholarly and creative works by faculty members during the previous calendar year.** The listing should include items that have been published or presented. It should not include items that are pending or have been submitted. For books (I), include title, author, publisher, place of publication, date. For the following other categories, include the typical and appropriate bibliographic data: chapters (II), refereed articles (III), unrefereed publications and proceedings (IV), invited lectures (V), other lectures, papers, and oral presentations (VI), and other creative endeavors such as recitals, concerts, shows, performances, and comparable activities (VII). Also submit the bibliographic listing to the Vice Provost for Research and Economic Development in electronic format as Word files.

IV. **Attach a listing of chairs, professorships, distinguished professorships, and lectureships and faculty awards given by the college/school.**