Academic Annual Report Guidelines & Instructions

For Academic Departments

Purpose
The University’s electronic Annual Report system was implemented in 2002-03. This new system automated the previously paper-based system which originally began in the Academic Affairs division and expanded it to include all divisions of the University. The Annual Report system provides a tool for capturing and linking department-level planning, assessment, and budgeting activities. Information collected in the system is incorporated into divisional and college tactical planning, assessment, and budgeting processes. The Annual Report System plays an important role in helping department chairs keep academic leadership apprised of department needs and accomplishments, and serves as the formal mechanism for making annual budget and staffing requests. The system is maintained by the Office of Planning & Institutional Effectiveness, which relies on reports to capture key information related to the progress of the University’s Strategic Plan.

Annual Report Access Terms
Owner – An Owner is the person responsible for submitting the Annual Report. An Owner is usually a director or department chairperson. The Owner must submit the Annual Report to his/her Dean or Division Head.

Preparer – A Preparer is the person completing the Annual Report for the department. In many cases, this is the same person as the Owner. The Owner, however, can assign Preparer rights to only one additional person in their department in order to assist in the preparation of the Annual Report.

Reviewer(s) – A Reviewer is a person that the Owner designates to have the right to review the Annual Report. The Reviewer does not have rights to change information in the Annual Report, or submit it. The Receiver can also be a Reviewer, and multiple reviewers are allowed.

Receiver – A Receiver is the person who will receive the Annual Report once the Owner submits it. The Receiver must accept or decline the report for the process to be completed.

Global Navigation Rules for the Annual Report System

• Alternatively, the Annual Report System can be accessed directly through the my.scranton portal (www.my.scranton.edu) under University Links.

• You must Internet Explorer or Mozilla Firefox to access the Annual Report System. Many common problems in accessing or working in the Annual Report system are due to not using one of these two supported browsers.

• When navigating through the system, use the Save, Delete or Return Buttons or the Return to Main Menu button which are located on the bottom of the data entry pages. IMPORTANT: Do not use the web browser back and forward buttons as they may lead to inadvertently losing your information.
• Help boxes are located throughout the system. Look for this symbol:

• Each year, departments put in new objectives for the coming fiscal year, and report against progress made on objectives added in the prior two years. When objectives are rolled over from the previous year’s report, the term ‘crossover’ will be automatically selected in the Status Indicator box.

• In order to review a report from a previous year, use the Review Report button located on the Main Annual Report page. You can print a copy of your Annual Report from this section.

• Each section offers an option for New, In Progress or Complete. Use this indicator to keep track of the status of each section. In addition, many sections have an optional space make note of any attachments you have for the corresponding section. However, the attachment(s) itself cannot be directly uploaded into the system itself. These must be submitted separately to the Receiver.

• The system is open for new reports to be completed and submitted every year from early April through August. Reports from prior years can be reviewed and printed at any time throughout the year.

Guidelines
The following guidelines are for use by department heads (Owners) in preparing their annual report. The Academic Annual Report has four main sections; each section has unique elements to capture other activities that take place each year, such as faculty scholarly achievements and student learning assessment activities.

I. Progress Report (current fiscal year)
II. Revised Plans (next fiscal year)
III. Proposed Plans and Budget Requests (2 years ahead)
IV. Future Plans (beyond 2 years)

Please review the following notes related to the preparation of each section of the report:

I. Academic Progress Report (current year)

A. Overview
Provide a narrative summary of departmental highlights for the current year.

B. Status of Objectives and Related Accomplishments
Review the objectives submitted in last year’s annual report and update each as needed. For each objective, provide its status, related accomplishments for this year, departments that may have a collaborative role (if applicable). Please identify which of the themes of the University’s Strategic Plan the objective relates to, along with any particular tactical plan (for academic departments, this is most often the Academic Affairs tactical plan). You can also add new objectives that were not reported during the last submission of the annual report.

Objectives should be limited to projects that are related to the themes or goals of University’s Strategic Plan, divisional/area tactical plans (such as the academic college or Academic Affairs Tactical Plan), or the program’s own planning for new initiatives. Do not include routine or ongoing projects/activities where no change is expected to occur.

C. Scholarly Achievements
Use this section to record scholarly activities for faculty within your academic department over the course of the last fiscal year. These activities include publications and other research activities.

D. **Assessment Activities**
   For each program, review the intended outcome(s) submitted in last year’s annual report and update as needed, including the Means of Assessment, Type of Measurement, and Criteria for Success. For each outcome, provide Results or Progress and Use of Results for future planning. **Intended Outcomes for academic programs are statements that describe what students should be able to know, think, or do upon completion of the program.**

II. **Revised Plans (next year)**

A. **Overview**
   Provide a narrative summary of departmental plans for the next fiscal year.

B. **Objectives**
   For each program in your department, review the objectives submitted in last year’s annual report and update as needed. For each objective, identify any departments or units with collaborative role (if applicable), and identify the appropriate link to the University’s Strategic Plan and/or Tactical Plan. As appropriate, list new objectives that were not reported during the last submission of the annual report. Again, objectives should be limited to projects that are related to the University’s Strategic Plan or divisional/area tactical plans, such as the Academic Affairs Tactical Plan, or the program’s own planning for new initiatives. Do not include routine or ongoing projects/activities where no change is expected to occur.

C. **Personnel Status**
   Use this section to identify special staffing situations that may occur during the next year, such as anticipated retirements, leaves, or alternate staffing patterns. Briefly explain your proposed plan of action to accommodate this situation; also list the staff affected by this situation.

D. **Assessment Plans**
   For each program, enter the intended outcome(s) to be assessed in the next year, including the Means of Assessment, Type of Measurement, and Criteria for Success. Again, intended outcomes for academic programs are statements that describe what students should be able to know, think, or do upon completion of the program.

III. **Proposed Plans and Budget Requests (2 fiscal years ahead)**

A. **Objectives**
   For each program in your department, enter planned objectives for 2 fiscal years ahead. These objectives should coincide with your program’s budget requests.

B. **New Position Requests**
   Identify and explain the need for new positions. In the justification, please identify staff schedules, workload, and planned leaves of absence, if applicable. Identify, as appropriate, the link to a Strategic Plan and/or a Tactical Plan if this request supports one or both. Do not request replacement positions here. **NOTE: This does not include replacement positions.**
C. **Service and Supply Line (710) Requests**
   Please indicate the specific 710 account and amount requested due to extraordinary events (over $1,000) or circumstances. Refer to the University’s Chart of Accounts for account numbers and descriptions. Identify, as appropriate, the link to a theme of the University’s Strategic Plan and/or a Tactical Plan if this request supports one or both.

D. **Capital Budget Requests**
   List capital equipment requests in this space. Capital equipment is defined as having a purchase price of $500 or greater and a useful life of more than two years. Also, use this space to request any new or continuing lease purchase agreements. Personal computers are excluded from this category and are dealt with in a process separate from the Annual Report. Justification is required for each request. Requests that do not include justification will be eliminated during the capital equipment review process. Each request will be entered into the capital equipment review process once, so division heads do not have to duplicate requests already made by departments in their division in their Annual Report submission.

   - Enter First year/maint agreement – This field requires a dollar amount. If maintenance is included as part of the purchase price for the first year of acquisition, enter $0. If the equipment purchase requires an additional maintenance agreement or anticipated maintenance expenses, please enter the corresponding dollar amount.
   - Enter Second year/maint agreement – This field requires a dollar amount. If the equipment purchase requires subsequent years of maintenance agreement or anticipated maintenance expenses, please enter the corresponding dollar amount.

E. **FIP Requests**: The Facilities Improvement Plan (FIP) covers requests for alterations, furnishings, finishes, renovations, and improvements that affect the physical structure or existing plan of the facility. The FIP supports capital projects and projects related to the Strategic Plan, as well as requests from departments to support mission and goals requirements. Due to the scope of most FIP projects, they are usually accomplished through contracts with outside contractors and vendors. At times, University employees will be used to accomplish projects of limited scope. FIP requests will be prioritized by Vice Presidents at a later date. FIP requests will be compiled during the budget development process that begins in early fall. Vice Presidents and the Financial Management Committee (FMC) will review and approve requests in the following spring timeframe. As part of the review and approval process by Vice Presidents and the FMC, departments may be contacted for additional documentations, sketches, floor plans or renderings.

**IV. Future Plans Beyond 2 Fiscal Years**

A. Future Plans Summary: This is an optional section to indicate longer-term initiatives planned by your department.