

ANNUAL REPORTING CYCLE AT THE UNIVERSITY OF SCRANTON

ANNUAL REPORTING CYCLE FLOW



REPORTING PROCESS

The University's mission and strategic plan guide goal setting and priorities at the Cabinet and College level.

Vice Presidents and Deans prepare administrative and college-level plans to interpret their units' support for the mission and strategic plan, and divisional/college goals and priorities.

Academic and administrative programs and departments use these plans to develop annual goals, intended assessments, and to guide budget requests via the Annual Reporting process. These goals and requests are aligned with divisional/college goals, and with the strategic plan.

Academic and administrative programs and departments conduct assessments on a regular cycle, sharing the results of these assessments and how they have been used for improvement through the Annual Reporting process. Academic programs use the annual program assessment reporting templates developed by the Office of Educational Assessment.

Information from annual reporting flows upward, so that information reported from academic and administrative departments is used by Vice Presidents and Deans to develop plans and priorities for the coming year.

The cycle repeats each spring, creating a consistent, cyclic link between planning, assessment, and resourcing.