

Annual Report Timeline – Spring 2021

The electronic Annual Report System will open **Tuesday, April 6th, 2021**. Announcements & instructions will be sent from the Provost's Office to academic and administrative department heads on or near March 22nd. Annual Report system training is available upon request. Contact Richard Walsh in the Office of Institutional Reporting & Data Analytics for more information about training, questions regarding access, or technical support.

System available to assigned preparers, receivers, and vice presidents and deans at: www.scranton.edu/annualreport.

Academic Departments

April 6, 2021	Annual Report System Opens
June 30	CAS, KSOM, and PCPS Academic Annual Reports Submitted to Dean (NOTE: Includes Academic Program Assessment Reporting¹)
July 1- 31 ²	CAS, KSOM and PCPS Departmental Chairs Meet with Dean; Deans Review, Offer Feedback to Department Report Deans Review Departmental Resource Requests ³ Program Assessment Data Gathered by OEA
August 1	Deadline for CAS, KSOM, PCPS and WML Deans Annual Reports Submitted to Provost; Deans Submit College Resource Requests to Provost
August 1 to September 1	Provost Reviews College Reports, Plans, Resource Requests; Provost Meetings with Deans
September 1	Provost Submits Annual Report to President Provost Submits Academic Affairs Resource Requests to Finance

Administrative Departments

April 6, 2021	Annual Report System Opens
June 30	Departmental Annual Reports Submitted to Assigned Receiver
July 1 – 31	Receiver and/or VP Reviews, Offers Feedback to Department Report Receiver and/or VP Reviews Departmental Resource Requests
September 1	Vice Presidents Submit Annual Reports to President Vice Presidents Submit Divisional Resource Requests to Finance

¹ To be submitted as an attachment to the Annual Report, Department Report. For guidance on preparation and submission of the Program Assessment Report, contact the Office of Educational Assessment.

² Although this is the planned period for this review, deans, vice presidents and other receivers may review and respond to content earlier (upon receipt) if they wish. Individual deans or vice presidents may establish alternative deadlines for departments within their respective areas.

More Information About the Resource Request Process:

Only those resource requests submitted through the Annual Report System will be considered for funding. The information gathered via the System is used to inform budget development and prioritization discussions.

1. Resource Requests (Capital, FIP, New Positions, Information Technology, Service and Supply) submitted via departmental Annual Reports are first reviewed by the report's receiver (either the Dean/VP, or other administrator). The new Annual Report System includes the option for receivers to review and take action on resource requests directly within the system. Before using this element, receivers should consult with their vice president to identify any particular expectations or internal guidelines. Action regarding status (declined, approved, or pending) may be included in the system for the preparer to monitor. Deans, vice presidents, and others receiving requests from one or more departments may elect to use this option. Simply log in and view the request in SharePoint. Approval at this preliminary review level does not constitute final approval or allocation.

2. Each Academic Dean and Vice President then includes "approved" requests in their own annual report, supplementing with any additional divisional or college resource requests that may not have come from the departmental level. Academic Deans' resource requests are reviewed by the Provost, who includes "approved" requests as part of the Provost's Annual Report submission. Approval at this level does not constitute final approval or allocation.

3. Annual Report submissions by Vice Presidents constitute the official resource requests from each division to the Office of Finance.

4. The Office of Finance coordinates the review and prioritization of these resource requests through the budget preparation process during the fall semester. The Office of Finance is responsible for communicating final budget allocation decisions to each Vice President, including those for new positions, who then communicates these to individual budget managers/department heads. As part of this process, Facilities Improvement requests (FIPs) are reviewed by the Office of Facilities Management. Technology Resource Requests are likewise reviewed by the Division of Information Technology.

5. As budget deliberations continue, the status of a resource request may change. Department heads are encouraged to check with their Dean, Vice President, or the Office of Finance if there is any question.

Contact the Office of Finance and Administration for additional details regarding the budget process, receipt of budget requests, and status of requests or allocations.