Annual Planning & Report Timeline – Spring 2025

The **Annual Planning and Report System** (Annual Report) will open **Monday, April 7th, 2025.**

Announcements & instructions will be sent from the Provost's Office to academic and administrative department heads on or near April 7th.

- System access available to assigned preparers, receivers, and vice presidents and deans at: www.scranton.edu/annualreport.
- For those new to the reporting process or in need of a refresher, Annual Report training is available upon request.
- Contact IT TechSupport with questions regarding access or other technical support.

Academic Departments

April 7, 2025	**Annual Report System Opens**
June 30	Deadline for CAS, KSOM, and PCPS Academic Annual Reports Submitted to Dean [NOTE: Includes Academic Program Assessment Report (PAR)[1]]
July 15- 31[2]	CAS, KSOM and PCPS Departmental Chairs Meet with Dean, Provost; Deans Feedback/Response to Department Report and Plans, and resource Requests; Program Assessment Data Gathered/Analyzed by OEA
August 15	Deadline for CAS, KSOM, PCPS and WML Deans' Annual Reports and Plans Submitted to Provost; Deans Submit College-wide Resource Requests to Provost
August 15 - August 31	Provost Reviews College Reports, Plans, Resource Requests; Provost Meets with Deans: Feedback/Response to College Reports and Plans
September 1	Provost Submits Annual Academic Affairs Report and Plans to President; Provost Submits Academic Affairs Resource Requests to Finance

Administrative Departments

April 7, 2025	**Annual Report System Opens**
June 30	Departmental Annual Reports and Plans Submitted to Assigned Receiver
July 1 – 31	Receiver and/or VP Reviews, Feedback/Response to Department Report and Plans; Receiver and/or VP Reviews Departmental Resource Requests
September 1	Vice Presidents Submit Annual Reports and Plans to President; Vice Presidents Submit Divisional Resource Requests to Finance

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[1] To be submitted as an attachment to the Annual Report, Department Report, along with a copy of current PLOs for all programs within the department. For guidance on preparation and submission of the PAR, 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. They may also specific additional attachments or documentation to be included with the report.

More Information About the Resource Request Process:
The information gathered via the System is used to inform budget development and prioritization discussions for the next subsequent budget year (2026-2027). **Only those resource requests submitted through the Annual Report will be considered for funding.**

1. Resource Requests (Capital, Facilities Improvement (FIP[3]), New Positions, Information Technology[4], Service and Supply) submitted via departmental Annual Reports are first reviewed by the report's receiver (either the Dean/VP, or other administrator).
- The Annual Report System includes the option for receivers to review and take action on resource requests directly within the system. Action regarding status (declined, approved, or pending) may be included in the system for the preparer to monitor. This is intended to facilitate discussion between department heads and their dean/vice president about resource requests prior to review during the broader University budget development and allocation process. Deans, vice presidents, and others receiving requests from one or more departments may elect to use this option. Approval at this preliminary review level does not constitute final approval or allocation.
- Others campus processes capture requests for Information Technology and certain Facilities related requests at other points during the academic year. If a request related to these needs has already been submitted, please consult with the relevant administrative area to verify the status of that prior request and whether a new request should be submitted as part of the Annual Report.

2. Following their Annual Report review meetings with administrative department heads and academic chairpersons, each Dean and Vice President should then include "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. Submissions by Vice Presidents constitute the official resource requests from each division to the Office of Finance. However, Finance will receive a full listing of all requests submitted via Annual Reports at the department level, including notation of any decision made by dean, VP, or other receiver (approved, declined, pending) to facilitate broader budget planning and to understand the full scope of resource planning and needs.

4. The Office of Finance coordinates the review and prioritization of these resource requests though 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 are in turn responsible for communicating these to individual budget

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[3] Note that the Facilities Management department also seeks FIP requests via a separate request process during each academic year. Before submitting a new FIP request as part of the Annual Report, preparers are advised to verify the status of any previous requests submitted to Facilities to avoid duplication.

[4] Note that the Information Technology department maintains a separate IT hardware and software request process. Before submitting a new technology request as part of the Annual Report, preparers are advised to verify the status of any previous requests submitted to IT to avoid duplication.

managers/department heads. As part of this process, Facilities Improvement requests (FIPs) are reviewed by the Office of Facilities Management. Technology requests are likewise reviewed by the Division of Information Technology.

5. As budget deliberations continue, the status of a resource request may change. Should there be additional flexibility within the budget process, requests may be reconsidered. Department heads are encouraged to check with their Dean, Vice President, or the Office of Finance if there is any question regarding the status of a budget decision or allocation.

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