

About the Annual Report: Core Components

Annual Report: Summary of activities and achievements for current academic/fiscal year. Includes analysis of emerging challenges, opportunities, and long-term resource needs. Describes support for University mission, strategic plan, and ILOs.

Annual Plan: Listing of goals, objectives and implementation details, including intended outcomes and measures of success, at the unit level for the coming academic/fiscal year. Describes goal alignment with strategic plan and ILOs.

Annual Planning & Reporting

Resource Requests: Formal requests for resources, including new/replacement positions, capital equipment, information technology, facilities improvement, and other needs. Describes needs alignment with strategic plan and ILOs (as applicable).

Application of Assessment: Documentation and reflection on assessment/evaluation results, celebrating positive outcomes and use of assessment data and information for improvement.

Strategic Plan Support: The Annual Planning and Reporting System

Aligns department, divisional and college work to strategic plan in three ways: Reflection on activity/progress, as it relates to the plan; Direct support & actions via goal setting; Aligning resource requests with plan.

Department Report Reflection: Support of University Mission, Strategic Plan, and ILOs

Use this space to highlight ways in which your department or area has supported the University's mission, Strategic Plan goals and objectives, and, if applicable, the University's Institutional Learning Outcomes (ILOs). Note that you will be guided to link specific department planning goals in the Department Plan section of the Annual Report to the Strategic Plan. You may also upload attachments of your choice to provide additional information or examples. Within Report, other areas of reflection that may reference planning support and aims include assessment activities, outcomes and use; resource planning; and future challenges/opportunities.

Department Plan: For each goal, preparers may indicate which Strategic Plan Goal(s) and/or ILOs the goal aligns with.

Goal	Supporting Objectives	Resources Needed	Timeline of Work	Outcomes: Targets & Metrics	Assessment Measures	Goal Status (New, Not Started/ Underway/ Complete)	Strategic Plan Goals Supporting	ILOs Supporting	Summary of Progress to date
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Resource Requests: For each request, preparers may indicate which Strategic Plan goal(s) and/or ILOs the resource request supports or aligns with.