

ANNUAL REPORTING AT THE UNIVERSITY OF SCRANTON:

GENERAL GUIDELINES

About Annual Reporting

At The University of Scranton, Annual Reports are required of all administrative and academic departments. The Annual Report documents how each department takes part in the University's iterative, integrated [model](#) of planning, budgeting, and assessment, demonstrating their contributions to the University's institutional goals, and those of their home college or administrative area. The Annual Report is at once a historical record of activities and achievements, and a prospective analysis of the department's future goals and needs. The Annual Report is the official process for requesting resources for future fiscal years. Academic assessment reports are also gathered via the Annual Report. The process is managed conjointly by the Office of Planning & Institutional Effectiveness, and the Office of Institutional Reporting and Data Analytics.

Reports provide a platform for departments to document the work and outcomes of the past year; actively reflect on their achievements, challenges, and opportunities; prepare plans for the year ahead; demonstrate how results from assessment and evaluation have been used to improve programs and services; and submit resource requests for the next following fiscal year.

Although prepared and submitted by the department's chair or director, college dean, or divisional vice president, or other designee, faculty and staff in each area should have ample opportunity to provide input to the preparation of the report. Gathering this input is the responsibility of the report preparer. The report document is a valuable tool for supporting collaborative discussion, planning and decision making, both within an individual department and across units. In addition to helping identify and celebrate achievements, assessment results from academic/student learning and institutional evaluation processes should be used to inform the development of goals and resource requests.

The submission of each annual report generally follows the University organizational structure. The individual receiving the report (in the case of academic departments, the college Dean; in the case of administrative departments, the department's administrative head or Vice President) is responsible for reviewing and offering feedback to the report for each department. In this discussion, these individuals should confirm department plans, discuss assessment results and their use, and review and prioritize resource needs and formal resource requests. These conversations are one of the most important parts of the annual reporting process. Another important avenue for the use of the annual report is inter- and intradepartmental discussion about key outcomes and future plans. Those receiving reports from one or more areas use the information from individual reports to

prepare an aggregate annual report for their organizational area (e.g., each dean prepares a summary report for their respective college, which is submitted to the provost).

In addition to the standard practice, each college and division may establish specific expectations and/or procedures related to the preparation and review of annual reports; for instance, requesting the submission of other departmental reporting or documents via the Annual Report System, or establishing a particular process for the review and prioritization of resource requests.

In addition to the sections of the Annual Report that are required of all departments, departments are encouraged to include additional documents and materials that they feel will help demonstrate ongoing planning and improvement activities or add important context to resource requests. These may include: summative assessment reports, program review reports, disciplinary accreditation reports, draft job descriptions for new positions, analysis of benchmarking data, and other materials.

TIMELINE

Each administrative and academic department head receives an email including instructions for the preparation and submission of the report in the spring of each year. Departmental reports are due to the designated receiver by the date established on this timeline¹. Generally, the system opens each year on or around April 1.

Following receipt of departmental reports, each receiver reviews the reports from the departments within their administrative area, offering feedback and commentary. Academic deans use the information from their departments in order to prepare an aggregate annual report from their college, which are submitted to the Provost. Reports for vice presidents/ Cabinet members likewise summarize key content from the reports that flow up to them. These reports are due by the date established by the annual reporting timeline.

Approval of each final report rests with the receiving dean, vice president, or other designee.

During this review period and through the fall, deans and vice presidents review resource requests to establish priorities and identify those which will move forward in the budget review process. Following vice presidential review and initial prioritization, the Office of Finance gathers data from the Annual Report System, reviewing in consultation with leadership to guide the University's broad budget parameters, and determine resource allocations for each department for the year ahead.

¹ Specific completion deadlines may vary by year. Refer to the Annual Report Timeline for each cycle.

Department heads should contact their dean or vice president to determine the status of resource requests after their submission; deans or vice presidents may utilize the resource response options within the Annual Report System throughout the summer and fall to respond to resource requests.

Related Departmental Reporting

In addition to the centralized Annual Report, academic departments are responsible for other important annual updates:

Learning Outcomes Assessment: Academic departments should follow the guidelines established by the Office of Educational Assessment (OEA) and their college dean regarding program assessment reporting. In addition to these specific reporting requirements, the Department Report section of the Annual Report tool includes space for departments to share summary information and reflection on assessment activities, with emphasis on describing how assessment results have been used for improvement over the past year. Contact the OEA for more information about reporting expectations.

Faculty and Staff Service: The Office of Community and Government relations coordinates the reporting of faculty and staff service to the community. In addition to the data collection conducted by the Office, department leaders may also note particular achievements or contributions of faculty and staff within the Department Report section of the Annual Report. Contact the Office of Community and Government Relations for more information.