

Annual Report Format – AVPs

- I. Executive Summary (the year in perspective)
- II. Description of the Division
 - A. Mission, vision, strategic & tactical objectives (linked to Academic Plan)
 - B. Programs Offered
 - C. Personnel List
 - 1. Name
 - 2. Title
 - 3. Program
 - D. Division data (data tables that include the most recent three years)
 - 1. Complete tables 1-3 for division totals (Appendix 1)
 - E. Program-level data (data tables that include the most recent three years)
 - 1. Complete tables 1-3 for each program (Appendix 1)
 - F. Budget (data table that includes the most recent three years)
 - 1. Complete table 4 for division (Appendix 2)
- III. Staff
 - A. Credentials
 - B. New Hires
 - C. Retirements/Resignations
 - D. Service (program, division, campus, external)
 - 1. Local
 - 2. National
 - 3. International
- IV. Research/Scholarship/Creative Work
 - A. Community-based Research/Programs
 - B. Sponsored Research/Program Grants
 - C. Scholarship and Creative Works (data table that includes the most recent 3 years)
 - 1. Complete table 5 (Appendix 3)
 - D. Sponsored Presentations and Exhibitions (data table that includes the most recent 3 years)
 - 1. Complete table 6 (Appendix 3)
- V. Accomplishments/Distinctions/Honors
 - A. Division
 - B. Program
 - C. Staff
 - D. Students
- VI. Student Experience (respond where applicable to programs and services within division)
 - A. Civic Engagement/Service Learning/Leadership
 - 1. Programs that require participation
 - 2. Program-sponsored activities
 - 3. # of participants
 - B. Undergraduate Research
 - 1. Programs that require participation
 - 2. Program-sponsored activities
 - 3. # of student participants

- C. Internships
 - 1. Programs that require participation
 - 2. Program-sponsored activities
 - 3. Placement of interns
- D. Study Abroad
 - 1. Programs that require participation
 - 2. Program-sponsored activities
 - 3. # of students participating
- E. Division/Program-Sponsored Student Clubs and Organizations
- F. Student Evaluation Summary by Program (where applicable)
- G. Student Outcomes (where applicable)
 - 1. Performance on program-defined outcomes
- VII. Quality/Accountability
 - A. Assessment – description of how assessment is used/managed within the division
 - B. Program Review
 - 1. List of programs undergoing comprehensive review during report year
 - 2. Outcome of comprehensive review
 - C. Accredited Programs (if applicable)
 - D. Advisory Boards (if applicable)
 - 1. Industry
 - 2. Alumni
 - 3. Student
- VIII. New Initiatives and Development Activities
 - A. Student Recruitment
 - 1. Internal/External Collaboration and Partnerships
 - 2. Pre-College Programs
 - 3. Marketing
 - B. Student Retention
 - 1. Program-level activities
 - 2. Collaborative activities
 - C. Development Grants and Gifts
 - D. Staff Development
 - E. Division Improvement
 - 1. Team-building activities between and across programs, division, & university
 - 2. Communication strategies and accomplishments (print, web, etc.)
 - 1. Faculty
 - 2. Staff
 - 3. Students
 - 4. Campus
 - 5. External

Appendix 1: Division/Program Data

Table 1: Productivity data (by college and by individual program)

	Year (#)	Year (#)	Year (#)
Individuals Served			
Students			
UNC employees			
External constituents			
Activities and Sponsored Events			
Student Credit Hour Production*			
100-200 level			
300-400 level			
Graduate			
Average Class Size*			
100 level			
200 level			
300 level			
400 level			
500 level			
600-700 level			

*If division/program delivers academic courses

Table 2: Personnel (by college and by individual program)

	Year (#)	Year (#)	Year (#)
Full-time Employees			
Classified			
Exempt			
Faculty			
Part-time Employees			
Classified			
Exempt			
Faculty			
Student Employees			
Hourly/Salary			
Graduate/Research Assistants			
Teaching Assistants			

Table 3: Diversity (by college and by individual program)

	Year (#)	Year (#)	Year (#)
Full-time employees			
Male			
Female			
African American			
Asian American/Pacific Islander			
Hispanic			
Native American/Alaskan			
White/Caucasian			
Race/Ethnicity Unknown			
International			
Part-time employees			
Male			
Female			
African American			
Asian American/Pacific Islander			
Hispanic			
Native American/Alaskan			
White/Caucasian			
Race/Ethnicity Unknown			
International			
Undergraduate Students			
Male			
Female			
African American			
Asian American/Pacific Islander			
Hispanic			
Native American/Alaskan			
White/Caucasian			
Race/Ethnicity Unknown			
International			
Graduate Students			
Male			
Female			
African American			
Asian American/Pacific Islander			
Hispanic			
Native American/Alaskan			
White/Caucasian			
Race/Ethnicity Unknown			
International			

Appendix 2: Budget Table

Table 4: Division Budget

	Year (\$)	Year (\$)	Year (\$)
Personnel			
Administration			
FT Faculty*			
FT Staff			
PT Faculty*			
PT Staff			
Adjunct Faculty*			
PSA			
Student Employment (hourly/salary)			
GA/TA/RA			
OCE			
Travel			
Administration			
Faculty			
Staff			
Student			
Indirect Cost Recovery			
Fees*			
Course			
Other			
Revenue Generated*			

*If applicable

Appendix 3: Research/Scholarship/Creative Works

Table 5: Scholarly and Creative Activities

	Year (#)	Year (#)	Year (#)
Books			
Book Chapters			
Refereed Articles			
Juried Presentations			
Juried Performances			
Juried Exhibitions			
Trainings/Workshops Taught			
Certifications			

Table 7: Sponsored Activities

	Year (#)	Year (#)	Year (#)
Conferences			
Local			
Regional			
National			
International			
Exhibitions and Performances			
Local			
Regional			
National			
International			