

Annual Report Format – Colleges

- I. Executive Summary (the year in perspective)
- II. Description of the College/Unit
 - A. Mission, vision, strategic & tactical objectives (linked to Academic Plan)
 - B. Degrees offered
 - 1. Campus-based
 - 2. Online courses and programs
 - 3. Off-site courses and programs
 - C. Transfer Articulations
 - D. Personnel List
 - 1. Name
 - 2. Title
 - 3. Program
 - E. College data (data tables that include the most recent three years)
 - 1. Complete tables 1-3 for college totals (Appendix 1)
 - F. Program-Level Data (data tables that include the most recent three years)
 - 1. Complete tables 1-4 for each program (Appendix 1)
 - G. Budget (data table that includes the most recent three years)
 - 1. Complete table 5 for college (Appendix 2)
- III. Faculty
 - A. Credentials
 - B. Promotion and Tenure
 - C. Retirements/Resignations
 - D. Sabbaticals
 - 1. Number
 - 2. Description
 - 3. Outcome
 - E. Faculty Service (program, school, college, campus, external)
 - 1. Local
 - 2. National
 - 3. International
 - F. Faculty Exchange
 - 1. National
 - 2. International
- IV. Research/Scholarship/Creative Work
 - A. Centers and Institutes
 - B. Community-based Research
 - C. Sponsored Research Grants
 - D. Scholarship and Creative Works (data table that includes the most recent 3 years)
 - 1. Complete table 6 (Appendix 3)
 - E. Sponsored Presentations and Exhibitions (data table that includes the most recent 3 years)
 - 1. Complete table 7 (Appendix 3)

- V. Accomplishments/Distinctions/Honors
 - A. College
 - B. Program
 - C. Faculty
 - D. Staff
 - E. Students
- VI. Student Experience
 - A. Academic Advisement
 - 1. Description of how advising is delivered in the college
 - 2. Outcome effectiveness (student evaluation of advising)
 - 3. Quality assurance initiatives
 - B. Classroom Experience
 - 1. # of faculty/staff by program participating in FYE instruction
 - 2. # of faculty and programs participating in cohort and learning communities
 - 3. # and scope of technology-enhanced courses
 - 4. Internationalization of the curriculum
 - a. Foreign language requirements
 - b. Study abroad requirements
 - C. Co-curricular Experiences
 - 1. Civic Engagement/Service Learning/Leadership
 - a. Programs that require participation
 - b. College/program-sponsored activities
 - c. # of students and faculty by program participation in President's Leadership Program
 - 2. Undergraduate Research
 - a. Programs that require participation
 - b. College/program-sponsored activities
 - c. # of students and faculty by program participation in Honors and McNair
 - 3. Internships
 - a. Programs that require participation
 - b. College/program-sponsored activities
 - c. Placement of interns
 - 4. Study Abroad
 - a. Programs that require participation
 - b. College/program-sponsored activities
 - c. # of students participating
 - 5. National Student Exchange
 - a. # of students participating
 - D. College-Sponsored Student Clubs and Organizations
 - E. Student Evaluation Summary by Program/College
 - F. Student Outcomes
 - 1. Performance on standardized tests, licensures, exams, etc.
 - 2. Placement of graduates
 - a. # employed within one year of graduation
 - i. Top 10 employers by industry sector
 - b. # in graduate school within one year of graduation
 - i. Top 10 graduate schools

- VII. Quality/Accountability
 - A. Assessment – description of how assessment is used/managed at the college level
 - B. Program Review
 - 1. List of programs undergoing comprehensive review during report year
 - 2. Outcome of comprehensive review
 - C. Accreditation by Program
 - D. Advisory Boards
 - 1. Industry
 - 2. Alumni
 - 3. Student
- VIII. New Initiatives and Development Activities
 - A. New Degree Programs (Campus, Online, Off-Site)
 - 1. Undergraduate
 - 2. Graduate
 - 3. Minors
 - 4. Certificates
 - 5. Licensures
 - B. Student Recruitment
 - 1. Internal/External Collaboration and Partnerships
 - 2. Pre-College Programs
 - 3. Marketing
 - C. Student Retention
 - 1. College/Program-level activities
 - 2. Collaborative activities
 - D. Development Grants and Gifts
 - E. Faculty Staff/Development
 - F. College Improvement
 - 1. Team-building Activities between and across programs, schools, college, & university
 - 2. Communication strategies and accomplishments (print, web, etc.)
 - a. Faculty & staff
 - b. Students
 - c. Campus
 - d. External

Appendix 1: College/Program Data

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

	Year (#)	Year (#)	Year (#)
Total Enrollment (all)			
Undergraduate			
Graduate			
First Year Freshman Retention			
Degrees Conferred (all)			
Bachelor's			
Master's			
Specialist			
Doctoral			
Student Credit Hour Production (all)			
100-200 level			
300-400 level			
Graduate			
Average Class Size (all)			
100 level			
200 level			
300 level			
400 level			
500 level			
600-700 level			

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

	Year (#)	Year (#)	Year (#)
Full-time faculty (all)			
Professor			
Associate Professor			
Assistant Professor			
Instructor/Lecturer			
Vacant Position			
Adjunct faculty			
Staff (all)			
Classified			
Exempt			
Student Employees			
Hourly/Salary			
Graduate/Research Assistants			
Teaching Assistants			

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

	Year (#)	Year (#)	Year (#)
Tenured/Tenure Track Faculty			
Male			
Female			
African American			
Asian American/Pacific Islander			
Hispanic			
Native American/Alaskan			
White/Caucasian			
Race/Ethnicity Unknown			
International			
Non-Tenured/Tenure Track Faculty			
Male			
Female			
African American			
Asian American/Pacific Islander			
Hispanic			
Native American/Alaskan			
White/Caucasian			
Race/Ethnicity Unknown			
International			
Staff			
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			

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

	Year (#)	Year (#)	Year (#)
Graduate Students			
Male			
Female			
African American			
Asian American/Pacific Islander			
Hispanic			
Native American/Alaskan			
White/Caucasian			
Race/Ethnicity Unknown			
International			

Table 4: Additional Program Data (by individual program)

	Year (#)	Year (#)	Year (#)
Enrollment (all)			
Undergraduate majors			
Undergraduate minors			
Teaching Load			
Professor			
Associate Professor			
Assistant Professor			
Instructor/Lecturer			
Adjunct			
Reassigned Time			
Professor			
Associate Professor			
Assistant Professor			
Instructor/Lecturer			
% of 100-level courses taught by tenured/ tenure track faculty			

Appendix 2: Budget Table

Table 5: College Budget

	Year (\$)	Year (\$)	Year (\$)
Personnel			
Administration			
FT Faculty			
FT Staff			
PT Faculty			
PT Staff			
Adjunct Faculty			
Overload			
Reassigned Time			
Student Employment (hourly/salary)			
GA/TA/RA			
Start-up			
OCE			
Travel			
Administration			
Faculty			
Staff			
Student			
Indirect Cost Recovery			
Tuition Differential			
Fees			
Course Fees			
Other Fees			
Revenue Generated*			

*If applicable

Research/Scholarship/Creative Works

Table 6: 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			