Annual Report Format – AVPs

1. Executive Summary (the year in perspective)
2. Description of the School/Department
	1. Mission, vision, strategic & tactical objectives (linked to Academic Plan)
	2. Programs Offered
	3. Personnel List
		1. Name
		2. Title
		3. Program
	4. School/Department data (data tables that include the most recent three years)
		1. Complete tables 1-3 for division totals (Appendix 1)
	5. Program-level data (data tables that include the most recent three years)
		1. Complete tables 1-3 for each program (Appendix 1)
	6. Budget (data table that includes the most recent three years)
		1. Complete table 4 for division (Appendix 2)
3. Staff
	1. Credentials
	2. New Hires
	3. Retirements/Resignations
	4. Service (program, division, campus, external)
		1. Local
		2. National
		3. International
4. Research/Scholarship/Creative Work
	1. Community-based Research/Programs
	2. Sponsored Research/Program Grants
	3. Scholarship and Creative Works (data table that includes the most recent 3 years)
		1. Complete table 5 (Appendix 3)
	4. Sponsored Presentations and Exhibitions (data table that includes the most recent 3 years)
		1. Complete table 6 (Appendix 3)
5. Accomplishments/Distinctions/Honors
	1. School/Department
	2. Program
	3. Staff
	4. Students
6. Student Experience (respond where applicable to programs and services within division)
	1. Civic Engagement/Service Learning/Leadership
		* 1. Programs that require participation
			2. Program-sponsored activities
			3. # of participants
	2. Undergraduate Research
		* 1. Programs that require participation
			2. Program-sponsored activities
			3. # of student participants
	3. Internships
		* 1. Programs that require participation
			2. Program-sponsored activities
			3. Placement of interns
	4. Study Abroad
		* 1. Programs that require participation
			2. Program-sponsored activities
			3. # of students participating
	5. School/Department-Sponsored Student Clubs and Organizations
	6. Student Evaluation Summary by Program (where applicable)
	7. Student Outcomes (where applicable)
		1. Performance on program-defined outcomes
7. Quality/Accountability
	1. Assessment – description of how assessment is used/managed within the division
	2. Program Review
		1. List of programs undergoing comprehensive review during report year
		2. Outcome of comprehensive review
	3. Accredited Programs (if applicable)
	4. Advisory Boards (if applicable)
		1. Industry
		2. Alumni
		3. Student
8. New Initiatives and Development Activities
	1. Student Recruitment
		1. Internal/External Collaboration and Partnerships
		2. Pre-College Programs
		3. Marketing
	2. Student Retention
		1. Program-level activities
		2. Collaborative activities
	3. Development Grants and Gifts
	4. Staff Development
	5. School/Department 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: School/Department 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 School/Department 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 School/Department)

|  | 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 |  |  |  |