



TO: President's Cabinet Members and Department Heads
FROM: Dawn M. Burdsall, Assistant Vice President for Planning and Assessment
DATE: May 6, 2014
RE: **Annual Report Process 2013-14**

The Annual Report is the annual assessment of progress towards departmental, college and division goals. The Report is divided into three sections, as described below. As you develop plans for the upcoming years please link your annual plans and goals to the college or division plan, the Academic Plan, and/or the University's *Plan 2020* as appropriate. All of these plans are found on the Planning Website: <http://www.sju.edu/int/resources/planning/>

Timetable:

- Academic Department Annual Reports are due to the Dean on **June 15, 2014** and then to the Interim Provost by **July 15, 2014**.
- Administrative department Annual Reports are due to the divisional Vice President/Provost by **June 15, 2014** and then to the Senior Vice President by **July 15, 2014**.
- All Annual Reports should be forwarded electronically to me (dburdsal@sju.edu) by **July 30, 2014**.

Below is the format for the Annual Report.

Annual Report Outline:

- I. Progress toward goals for 2013-14.** Using your department or divisional plans for 2013-14, provide the following:
 - a. Progress/Accomplishments** toward goals set
 - b. Assessment** measures, results, changes/action plans
- II. Submit departmental plan for 2014-15:** The plan should contain the top three - five goals for your department for the upcoming year.
- III. Draft initial departmental plans for 2015-16:** The plans should include the top three goals, anticipated revenue generated and/or resources needed or reallocated.

Report progress and assemble these plans either in the Annual Plan Template (Excel) or use the format of your choice. The Annual Plan Template is available on-line at www.sju.edu/planning. On that page, scroll to Area/Divisional Planning Grids. Note that whichever format is chosen, all goals within the plans should include the following information:

Timeline

Assigned to

Resources needed

(To include: budget dollars, personnel time, space, technology needs.)

Revenues generated or reallocation source

Assessment methods to be used

Link to college/division plans

If you have any questions, or if I can provide assistance as you complete the Annual Reports, please contact Dawn Burdsall (X-1333 or dburdsal@sju.edu).