



TO: Provost, Deans and Academic Department Chairs
FROM: Kathleen D. Gaval, Ed.D., Vice President for Planning
DATE: May 25, 2011
RE: Annual Report Process 2010-11

The Annual Report that we typically complete at the end of the academic year is being expanded slightly so that the annual plans for 2011-12 are situated within a three-year plan, rather than the two years that we have developed in the past. This is to align plans and goals with the three-year financial plan developed in support of *Plan 2020*. The impact of future plans, and the resources required to achieve them, will then be able to be fully considered as future rolling three-year financial plans are developed.

The Annual Report is a three-part report that assesses the progress made and identifies next plans. First, it is an opportunity to reflect on **progress made this year toward 2010-11 goals**, provide information on assessment measures and results; 2), **submit the annual plan for 2011-12** that was preliminarily developed in the annual report submission last year, and 3) **draft initial plans for 2012-13 and 2013-14**. Just a reminder that the focus of division and departmental plans is both strategic and operational. Please link your annual plans and goals to *Plan 2020*, existing division/departmental plans, Program Review documents, and new projects that have been developing this year. *Plan 2020* can be found on the website: https://www.sju.edu/resources/planning/secure/ipc/documents/Plan_2020_Final_10-19-2010.pdf

Academic Department Annual Reports are due to the Dean on **June 15, 2011**; Deans and administrative department Annual Reports are due to the divisional Vice President and the Office of Planning on **July 15, 2011**. Below is the format for the Annual Report. If you prefer to use the planning grid template, it is attached.

Annual Report Outline:

- I. Progress toward goals for 2010-11.** Using your plans for 2010-11, provide the following:
 - a. Progress/Accomplishments toward goals set for 2010-11
 - b. Assessment measures, results, changes/action plans
- II. Submit departmental plan for 2011-12.** The plan should contain both strategic and operating goals for your area for 2011-12.
- III. Draft initial departmental plans for 2012-13 and 2013-14.**
 - a. Departmental plans
 - b. Faculty hiring requests per Faculty Hiring plan criteria in attached memo

REMINDER: When developing plans for years 2011-12, 2012-13 and 2013-14 each department is asked to review the University's *Diversity Strategic Plan* and help implement it by including an appropriate departmental goal in support of diversity. <http://www.sju.edu/about/diversity/files/strategicplan.pdf>

The process for FY13 budget reallocations and requests will be discussed in the fall.

If you have any questions, or if we can provide assistance as you complete the Annual Reports, please contact Kathy Gaval (kgaval@sju.edu) or Dawn Burdsall (dburdsal@sju.edu).



TO: Academic Deans and Department Chairs
FROM: Brice R. Wachterhauser, Ph.D., Provost
DATE: May 25, 2011
RE: Faculty Hiring Requests

Plan 2020: Gateway to the Future includes goals towards Academic Distinction which include refreshing and expanding the Faculty Hiring Plan. As an outcome of the Annual Report process, with plans drafted for 2012-13 and 2013-14, I will work with the Deans to revise the Faculty Hiring Plan and set new goals based upon the following criteria:

- Undergraduate enrollment is projected to grow to 4800 students
- The goal is for 75% of undergraduate sections in CA&S and HSB to be taught by full-time faculty; 35% in Graduate A&S; and 25% in PLS
- Support departments that are seeking the next threshold of academic excellence
- Maintain average class sizes appropriate to each discipline
- Support the implementation of the GEP, with particular focus on the Signature Core
- Support the implementation of new majors and graduate programs
- Support significant growth in existing majors from fall 2008 to fall 2011
- Support the Jesuit Catholic identity of SJU
- Support the Diversity initiatives of the GEP
- Fill critical subject area gaps in the curriculum
- Maintain accreditation standards, where applicable
- Using the Financial Review model, indicate the department's gross contribution margin for the last two years. Rising gross contribution margins will be considered a positive factor in approving a hire. However, rising margins are neither necessary nor sufficient to justify a hire. Declining margins should be explained, but will not necessarily preclude a hire. Other criteria, listed above, will be given due weight.

In addition, priority for Jesuit hiring will be formally incorporated into the plan and departments are encouraged to consider all Jesuits who are recruited for faculty positions, noting that these hires do not substitute for additional faculty who meet desired areas of specialization and will not preclude departments from future hiring.

Requests for faculty lines that address more than one of the above criteria will be given priority. As you draft your plans for 2012-13 and 2013-14, please develop the rationale for faculty requests by providing the evidence that meets as many of the above criteria as possible. For the upcoming year, I intend to request 10-12 new tenure track lines and five replacement lines.