April 4, 2012

TO:  Department Heads & Deans of Non-departmentalized Schools

FROM:  Peter J. Nicholls, Provost

SUBJECT:  Annual Report for 2011-2012

As in previous years, I write to ask to you to provide annual reports on your unit’s activities. The annual reports for 2011-2012 should be completed in two formats:

1. Beginning this year, annual report information will be gathered electronically through HuskyDM, an efficient and effective online system for collecting faculty and staff activity. HuskyDM will enable users to produce a summary of their activities for departmental reports, and will enable department heads and/or deans to produce a summary of the activities of faculty and staff across departments at the college and school level. This initiative will also eliminate the time-consuming manual consolidation of individual faculty reports by department heads and deans. We have endeavored to keep faculty and department heads informed about this initiative with department and school meetings and have also scheduled HuskyDM training sessions in April and May. I encourage faculty and administrative staff to attend one of these training sessions. To register for a HuskyDM session, please click here. To learn more about and access the system, you can visit the HuskyDM website (http://huskydm.uconn.edu). Faculty entry of information in HuskyDM for 2011-12 should be completed by June 15. Department heads should create departmental summaries using the HuskyDM system.

2. In addition to the HuskyDM departmental summaries, department heads should submit a narrative report to their dean. Deans from non-departmentalized schools should submit their narrative report to the Provost. The report should briefly describe special events and major developments—it should not merely catalog routine activities.

Narrative report(s), along with departmental summaries, should be delivered to the Dean by June 29, 2012. All units of the University must meet this deadline. However, the Dean may set a deadline (prior to June 29) for the departmental reports. If you post this annual report on your website, an indication of the link is sufficient.

Deadlines:
- June 15—Faculty activity reporting in HuskyDM for 2011-12 completed.
- Prior to June 29—Department Heads submit narrative report to the Dean – date to be determined by Dean.
- July 13—Dean submits narrative description/executive summary or report web link to the Provost and to Institutional Research.

Should you have any questions regarding HuskyDM or the Annual Report process, please contact Suresh Nair, the Executive Director of the Office of Institutional Effectiveness, at suresh.nair@business.uconn.edu.

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