TO: Members of the Faculty  
FROM: Peter J. Nicholls, Provost  

As in previous years, I write to ask you to provide the information that summarizes your accomplishments on your annual reports. The information requested is not being gathered for evaluating the merit of individuals, nor is it intended to substitute for or be an alternative to departmental procedures for such merit evaluation.

Beginning this year, your annual report information will be gathered electronically through HuskyDM, an efficient and effective online system for collecting faculty and staff activity. HuskyDM will enable you to produce a summary of your activities for your departmental report, and will enable your department head and/or dean 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) where you will be able to enter your accomplishments for the reporting period July 1, 2011—June 30, 2012.

You will be asked to provide detailed information under four major categories: Teaching, Scholarship, Scholarly Affiliation/Reputation, and Service/Outreach. You can submit a listing for each one of the specific items you produced or engaged in during last year. For example, if you published two full-length articles in refereed journals, enter two complete citations under the Scholarship category. The items in each section of HuskyDM are intended to enable you to summarize all of the activities conducted in all academic units of the University. Accordingly, some of the fields will not apply to your work or area of research.

We encourage you to explore and update all screens in HuskyDM with a complete record of your prior activities at some time in the future. This data will enable us to achieve the long-term goal of HuskyDM—to facilitate faculty activity reporting for all reports annually required of faculty and staff, as well to respond to a wide range of questions asked of us from our constituents. If you want to enter data from all previous year's accomplishments to help us accomplish this goal in the future, HuskyDM is available at any time.

The deadline for entering your information on HuskyDM has been extended to June 15, 2012. Please keep in mind, however, that some department heads and deans may require their own internal deadlines in order to prepare their departmental and school/college annual reports.

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. We thank Suresh for his efforts on this important initiative.

An Equal Opportunity Employer

Gulley Hall  
352 Mansfield Road, Unit 2086  
Storrs, Connecticut 06269-2086  

Telephone: (860) 486-4037  
Facsimile: (860) 486-6379  
e-mail: peter.nicholls@uconn.edu