April 4, 2012

TO: Vice Provosts and Vice Presidents Reporting to Provost
    Nancy Bull, University Information Technology Services
    Brinley Franklin, Library Administrative Services
    Kent Holsinger, Graduate Education
    Wayne Locust, Enrollment Planning & Management
    Sally Reis, Academic Affairs
    John Saddlemire, Student Affairs
    Suman Singha, Research

FROM: Peter J. Nicholls, Provost

SUBJECT: Annual Report for 2011-2012

As in previous years, I write to ask you to provide annual reports on the activities of your respective units. The data from annual reports will become an integral part of our efforts to advance academic quality. Annual reports for 2011-2012 are to be done in two formats:

1. A complete report for the Office of the Provost. This report should include major activities, program highlights, trends, staffing changes, curricular developments, public service activities and publications, lists of faculty and staff members, as well as corporate and foundation affiliates.

2. A summary version of no more than two single-spaced pages for the Office of Institutional Research. This information is used in preparing various University summaries. The summary report should emphasize special events and major developments.

Your complete and summary reports should be delivered to the Office of the Provost (kathy.slowik@uconn.edu) and to the Office of Institutional Research (Nancy.Griffin@uconn.edu) by July 13, 2012. All units of the University must meet this deadline. If you post your annual report on your website, an indication of the link is sufficient.