



University of Connecticut
Office of the Provost

Peter J. Nicholls
*Provost & Executive Vice President
for Academic Affairs*

April 6, 2009

TO: Academic Deans

FROM: Peter J. Nicholls, Provost *Pete Nicholls*

SUBJECT: Annual Report for 2008-2009

As in past years, the Office of the Provost requests that you provide annual reports on your unit's activities.

Departmental annual reports for 2008-2009 are to be completed in two formats:

1. Completed Summary Sheets, used to assist in creating the profile of the unit for the program planning and evaluation model, are available via the OIR website: <http://www.oir.uconn.edu/OIR-Annual-Reports.html>. We encourage everyone to submit their forms electronically, with a copy to Lauren Douglas in the Provost's Office (lauren.douglas@uconn.edu), and a copy to Cris Dittrich in the Office of Institutional Research (christine.dittrich@uconn.edu). Please note that the *items can be ignored; information will be provided from University sources.
2. A brief narrative description of the unit's activities for the Office of Institutional Research. Information from these summary reports is used in preparing the University's Annual Report to the Governor and other University summaries.

Both the completed Summary Sheets, which are based on the Coding Sheets submitted by the individual faculty, and the narrative reports should be delivered to the Office of the Provost **by June 26, 2009**. All units of the University must meet this deadline.

The summary narrative report is required of every academic department in the schools and colleges, and of every administrative service department. It should emphasize special events and major developments; it should not merely catalogue routine activities. If you post this report on your website, an indication of the link is sufficient.

Deadlines:

May 15	Faculty member completes Faculty Coding Sheets Report and submits to Department Head
June 5	Department Heads verify faculty reports and submit department compilation to their Dean
June 26	Dean submits Department Head Summaries for each department (electronically if possible), plus a narrative description/executive summary or report web link to the Office of the Provost and to the Office of Institutional Research

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