



University of Connecticut
Office of the Provost

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

April 6, 2009

TO: Department Heads & Deans of Non-departmentalized Schools
FROM: Peter J. Nicholls, Provost *Pete Nicholls*
SUBJECT: Annual Report for 2008-2009

The Provost's Office requests that you provide annual reports on your unit's activities. We ask that you only complete the Summary Sheets and to prepare a brief narrative description of your unit's activities. The data from the annual reports will become an integral part of our efforts to advance academic quality. Faculty Coding Sheets, Faculty Optional Documentation Form, and Department Head Summary Sheets are available on the OIR website: <http://www.oir.uconn.edu/OIR-Annual-Reports.html> and we encourage everyone to submit their forms electronically. For any questions relating to electronic submission, please contact Cris Dittrich in the Office of Institutional Research at 486.0117 and/or email christine.dittrich@uconn.edu.

The Summary Sheets will assist in creating the profile of your unit for the past year. All item numbers on the Faculty Coding Sheets correspond to those on Department Head Summary Sheets. Explanatory notes for certain items can be found after those items or on the Documentation Form. You may wish to examine the items reported by your colleagues to make certain that the categories indicated are the proper ones, thus ensuring the accuracy of your unit's profiles.

All item sums should be recorded either as a number (including '0' for items which are applicable to your unit but for which no entries have been made) or 'N/A' if not applicable. Any comments you might wish to make should be added at the end of the Summary Sheets. Items 98, 99, 103, and 104 are not requested of the faculty but are to be supplied by you. If you are unable to supply them, simply put an 'X' in the Sum column. Please note that the *items can be ignored; information will be provided from University sources. A copy of the annual report listings supplied by the individual faculty of your department should be retained in your files.

The Summary Sheets should accompany the narrative report you submit to your Dean or to the Provost in the case of non-departmentalized schools. The narrative report should consist of a two-page description emphasizing special events and major developments. It should not merely catalog routine activities. If you post this annual report on your website, an indication of the link is sufficient.

Deadlines:

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

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