



University of Connecticut
Office of the Provost

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

April 6, 2009

TO: Members of the Faculty

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

SUBJECT: Annual Report for 2008-2009 - Departmental Report

As in past years, the Provost's Office is requesting that you provide information for departmental annual reports. The information requested is not being gathered for evaluating the merit of individuals. It is not intended to substitute for or be an alternative to departmental procedures for such merit evaluation.

Faculty Coding Sheets and Faculty Optional Documentation Forms are available on the OIR website: <http://www.oir.uconn.edu/OIR-Annual-Reports.html>. We encourage submission of these forms electronically to your Department Head's office. For any questions relating to electronic submission, please contact Cris Dittrich, Office of Institutional Research at 486.0117 and/or email christine.dittrich@uconn.edu. Return your annual report information to your department head (or dean in non-departmentalized schools) on or before **May 15, 2009**.

You are requested to provide detailed information under four major categories: Teaching, Scholarship, Service/Outreach, and Other Notable Activities. Provide a listing for each one of the specific items you produced or engaged in last year. For example, if you published two full-length articles in refereed journals, give two complete citations under the Scholarship category. Examples of the types of information to be recorded in each category are listed on the Coding Sheets and Documentation Forms available on the OIR website. These Coding Sheets are to be used as a guide as you prepare your listing of activities for your Department Head. If you have nothing to report for a category on the Coding Sheets, simply leave the item blank.

The items on the Coding Sheets are intended to cover many of the activities carried out in all academic units of the University. It follows that some of the items will be inappropriate for you as an individual. When you list something under a category, find that type of item and its accompanying number under the same category on the Coding Sheets. The *items on the Coding Sheets can be ignored; information will be provided from University courses.

Please include only items accomplished during this reporting period - July 1, 2008 - June 30, 2009.

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