



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.39
Date Approved: 06/25/04
Date Amended: 01/13/12
Reviewed w/no Changes:
Office of Responsibility: Prov
Page 1 of 1

SUBJECT: ANNUAL REPORT OF ACADEMIC COLLEGES AND SCHOOLS

- I. **PURPOSE:** To provide for compiling and submitting annual reports of academic colleges and schools.

- II. **POLICY:** A tool for assessing the effectiveness of colleges and schools is an annual report of academic activities. Primarily a qualitative summary, the report should be submitted to the Provost's office by September 15 each year, and it might include:
 1. Descriptive information addressing major objectives and progress toward meeting them;
 2. Summary information on unit assessment plans and the results of the implementation of those plans;
 3. Academic programs introduced, deleted, or revised and the impact of those changes;
 4. Significant faculty development activities;
 5. Special recognitions of faculty, staff, students, and alumni accomplishments;
 6. Highlights of ongoing scholarly/creative activities;
 7. Outcomes of significant professional service activities;
 8. Future goals and objectives and how these align with the University's goals and mission, and how these will be measured;
 9. Challenges and opportunities the college or school may be facing.

- III. **DISTRIBUTION:** A PDF copy of the annual report must be posted on college/school websites. In addition, a web link to the report must be forwarded to the Provost's office by September 15.