Annual/Special Reporting

The Annual Report section is a "bragging" area for all units. It gives units the opportunity to share with others key achievements, faculty/staff achievements, and community/public service by individuals in the unit. The Annual Report also gives units the opportunity to identify challenges faced for the year and plans to overcome those challenges. This section is also a place for units to develop plans for years two and three with estimated budget requests.

Instructions for creating the Annual Report

1. Hover over “Assessment.”
2. Select Annual/Special Reporting.
3. Select the triangle toggle button on the left side of each section of the report.
4. Select “Add” and type in the information for each section. If there is no available information for a particular section, simply type in N/A for that section.
5. Select “Final” and save.

Annual Report Sections Include:

- Key Achievements
- Faculty Achievements
- Staff Achievements
- Public/Community Service

Key Achievements

All important unit achievements should be listed in this area. A report from this area is used by Directors and Deans to create a portion of the Executive Summary annually.

Faculty Achievements

Faculty achievements are listed in this area. Units are also strongly encouraged to upload Faculty Achievement and Faculty Service Reports and connect them to this area using Document Management. Faculty Achievement and Faculty Service Reports can be uploaded to WEAVE and attached to this section of the Annual Report.

EXAMPLE:
Dr. Mark Davis: See Faculty Achievement Report/ See Faculty Service Report.

Documents:
- MDavis Faculty Achievement Report
- MDavis Service Report

Staff Achievements

Staff achievements are listed in this area. Units are also strongly encouraged to upload Staff Achievement Reports and connect them to this area using Document Management. Staff Achievement Reports can be uploaded to WEAVE and attached to this section of the Annual Report.
EXAMPLE:
Angel Jowers: See Staff Achievement Report attached.

Document:
- AJowers Achievement Report

Public/Community Service

Public and/or community service performed by the department is listed in this area.