

**New Chairs Meeting**  
**April 16, 2007**  
**PAOs on “Annual Reports”**

**What is the Department’s “annual report”?**

A department’s “annual report” is a report summarizing the Department’s activities for the past year, while outlining the Department’s priorities for the coming year – all in relationship to the College’s Strategic Plan. An electronic copy is due to the Dean’s office by May 15; this gives the Dean two weeks to construct a report on the College to the VPAA by June 1.

**Who uses the annual report?**

There are three central purposes for such reports. (1) They provide an opportunity for **each department to summarize for itself** where it has come from this year and where it is headed next year; it is important that you share your report with the members of your department. These reports should be a candid public face of the Department. (These reports may be made public, so please communicate to the deans anything confidential separately.) (2) Further, your report provides a basis for the **annual summer meeting** between Chair and Deans about the department; as in previous years, I will be particularly interested in how your department is integrating your departmental plans and the Strategic Plan (including the “assessment plan” requested for December 2005 by the Academic Senate in fall 2004). (3) Finally, the departmental reports provide the basis for the Deans’ report to the VPAA – who will in turn write **a report to the President on the state of Academic Affairs at Loyola**; for past VPAA reports, see [www.loyola.edu/academicaffairs/newsandpublications](http://www.loyola.edu/academicaffairs/newsandpublications). As the Dean’s report abstracts crucial issues for CAS from Chair and other reports, so the VPAA abstracts crucial issues for the whole College from the reports of the deans and others. .

**What should be included in the annual report?**

These multiple purposes have made it difficult thus far to come up with a common format for these annual reports. Some have organized the report the major categories of the Strategic Plan. Some use their own categories, incorporating the strategies of the Strategic Plan into their own categories. Still others combined the Strategic Plan categories and their own. Each of these genres has advantages and disadvantages, some serving one or two of the purposes of these annual reports better than the other

one or two. (Our struggle with the format of these annual reports is part of the ongoing problem of integrating departmental plans and the College Strategic Plan. The problem is a two-way street, departments figuring out how they will contribute to **the overall strategic plan** and Deans figuring out how the College's strategic initiatives can support **the plans of individual departments**.)

Each report should accomplish three goals: report on the department's **key achievements** over the past academic year in teaching and research and service; report on the department's contributions to **the specific strategies of the Strategic Plan** (you should be able to build on what you have written about these strategies in previous years); and report on the department's **key plans for the next academic year**. If you can do this by integrating (shoe-horning, some will say) your key achievements and plans into the format of the Strategic Plan, fine – this makes it easier for us to construct the CAS report to the VPAA. If not, give the deans two documents: one document on your achievements and plans and another on your contributions to the specific strategies of the Strategic Plan.