

Annual Assessment, Planning, & Budget Report Guidelines
for Academic and Nonacademic Units

Loyola University New Orleans
August 2004

Over the last several years each academic and nonacademic unit at Loyola has produced an annual report providing information reflecting on that unit's accomplishments. Beginning this year, the content and format are being changed to better reflect the integrated systems of assessment, planning, budgeting, and evaluation that our accrediting agency, SACS, requires. The changes in the reports allow us to document, to the extent necessary to ensure an affirmative review by SACS, that departmental and division systems are operating in an integrated fashion. Besides satisfying our accrediting organization's expectations, revisions to the annual report process will increase our understanding of how these integrated systems lead to continuous improvement in support of Loyola's Mission:

Loyola University New Orleans, a Jesuit and Catholic institution of higher education, welcomes students of diverse backgrounds and prepares them to lead meaningful lives with and for others; to pursue truth, wisdom, and virtue; and to work for a more just world. Inspired by Ignatius of Loyola's vision of finding God in all things, the university is grounded in the liberal arts and sciences, while also offering opportunities for professional studies in undergraduate and selected graduate programs. Through teaching, research, creative activities, and service, the faculty, in cooperation with the staff, strives to educate the whole student and to benefit the larger community.

The following guidelines are for ALL reports from individual operating units through divisions, and, finally, the President's Report to the Jesuit Corporation and the Board of Trustees. ALL reports will be posted on the Intranet website section for each particular unit.

Each unit's report should be submitted by the immediate supervisor of that unit to the next reporting level for approval. The report then may be posted on the unit's Intranet website in pdf format. A midlevel manager, director, associate/assistant vice president, or dean will summarize his or her subunits' reports as part of their larger unit's report (e.g., college, office) and similarly submit it to the next reporting level for approval (usually to a vice president). These reports will also be posted to that unit level's Intranet website. The Vice Presidents and other direct reports to the Office of the President will send their annual reports as a MS Word document file to Sister Anne Ramagos by Friday, October 22 (please note that this is an extension from an earlier published due date of Monday, October 11).

The outline for the annual report is attached. Suggested maximum number of pages is noted for each section. In some cases, circumstances may require reports to exceed these limits. For consistency of appearance all reports should use Times or Times New Roman font, 12 point, with 1" margins on top, bottom and right and 1.25" on the left (for ease of binding). Pages should be numbered in the upper right hand corner. Please email or call John Cornwell, Assistant Provost, with questions (cornwell@loyno.edu, 865-3126).

Annual Report Outline (11 pages max)

1. Executive Summary (1 page max)

- 1.1 Name of the unit
- 1.2 Description of unit and its mission
- 1.3 Assessment of the unit
- 1.4 Goals of the unit
- 1.5 Review of the past and current budgets
- 1.6 Resource needs/wants/reallocation
- 1.7 Summary of achievements

2. Identification of the Unit (1 page max)

(Official name of the unit, e.g., University Ministry, Psychology Department, Counseling and Career Services, Marketing and Communications, Human Resources, Institutional Advancement, School of Law, etc.)

- 2.1 Mission or purpose statement of the unit
- 2.2 General statement and descriptive information concerning the unit
 - 2.2.1 Headcounts of full-time and part-time staff (as of 7/31/03 and 7/31/04) *
 - 2.2.2 Headcounts of faculty (if appropriate) (as of 7/31/03 and 7/31/04): tenured, tenure track, full-time extraordinary, and part-time extraordinary. *
 - 2.2.3 Headcounts of fulltime and part-time undergraduate students (if appropriate) (Stats Day 03F) *
 - 2.2.4 Headcounts of fulltime and part-time graduate students (if appropriate) (Stats Day 03F) *

* Headcounts of faculty, staff, and students will be supplied to the unit by Human Resources and Institutional Research.

3. Assessment (2 pages max)

- 3.1 General statement on how assessment is conducted within the unit (The unit's assessment plan should be posted to its Intranet site)
- 3.2 Year 03-04 goals/objectives (include how these goals are strategic to both the unit's and the university's mission; these should be based on the unit's strategic plan)
- 3.3 Description of assessment activities and their results for year 03-04 goals
- 3.4 Assessment of internal (within the university) and external (outside Loyola) environments affecting the unit

4. Planning (2 pages max)

- 4.1 General statement describing strategic planning in the unit (The complete strategic plan should be posted on the unit's Intranet site.)
- 4.2 Top 3-4 strategic goals/objectives for 04-05 year (Indicate how the assessment information from Section 3 above informed the formation of these goals.)
- 4.3 Description of resources supporting the 04-05 goals
- 4.4 Evaluation criteria and evaluation plan for these goals

5. Budget (2 pages max)

5.1 FY03-04 “original budgeted to revised budgeted to actual” totals for both salary and operating budgets*

5.1.1 Budget discussion (This is a narrative comment on the last completed fiscal year and the associated budget activity for the unit. This should include an assessment of whether the budget support was adequate to staff and operate the unit.)

5.2 FY04-05 “budgeted” totals for both salary and operating budgets*

5.2.1 Budget discussion (This discussion is a comment on whether or not the budget for the current fiscal year (August 1, 2004 – July 31, 2005) seems adequate and what precautions the unit needs to exercise in its operations.)

* Salary and operating budget information will be supplied to the unit by Business & Finance.

6. Resource Needs/Wants/Reallocation [for FY05-06-FY09-10] (2 pages max)

6.1 Personnel

6.1.1 General statement on adequacy of staffing to meet present and future strategic goals

6.1.2 Priority listing of additional/revised faculty/staff positions

6.2 Facility improvements

6.2.1 General statement on facilities including classrooms, office space, meeting spaces, etc. to meet present and future strategic goals

6.2.2 Priority listing of facility improvements (Include cost estimates.)

6.3 Technology/professional development support

6.3.1 General statement on technology/professional development needed to meet present and future strategic goals

6.3.2 Priority listing of technology needs, including media, professional development

6.4 Budget reduction/reallocation/revenue generation plans

6.4.1 General statement regarding areas for reallocation, reduction of expenses, or generation of additional revenue

6.4.2 Priority listing of budget reduction/reallocation/revenue generation plans

7. Summary of Achievements (1 page max)

7.1 Unit as a whole

7.2 Faculty achievements/service (if appropriate)

7.3 Staff achievements/service

7.4 Student achievements (if appropriate)

8. Appendices (if appropriate)

Some divisions or colleges may request that additional materials or supporting documents be submitted with the annual report. Instructions concerning this section will be forthcoming from the division or college.