

Planning and Self-Study (PSS)

Annual Report Deadlines and Expectations

ANNUAL REPORT DEADLINES

Individual Faculty, Professional Staff and Librarian	June 30
Academic Department, Functional Unit and Cocurricular Area	3 rd week of July
Associate Vice President and Dean	2 nd week of August

Requirements regarding submission of individual faculty annual reports by adjunct instructors is determined by the department.

All individual annual reports must be completed via an electronic form. Individual links are emailed to each faculty member, professional staff member and librarian at the start of the academic year. Hard copy versions of these forms can be found on the [Institutional Effectiveness and Planning website under **Resources**](#). Hard copies are provided for reference only.

All academic departments, functional units and cocurricular areas submit annual reports via Planning and Self-Study (PSS). The Institutional Effectiveness and Planning Office offers Planning and Self-Study (PSS) Report Workshops through the month of June. Registration is required via the Workshop Registration System ([LibCal](#)).

EXPECTATIONS

Individual Faculty, Professional Staff, and Librarians:

Annual Reports must be completed online by the deadline.

Academic Departments/Functional or Cocurricular Areas:

Receive individual annual reports (loaded and stored in PSS)

Collect and report assessment data and findings

Compile and report progress on annual objectives

Submit

Deans/VPs:

Review each area submitted by Chairs/Directors and provide feedback if necessary.

Respond to prompts and data presented in the Deans Workspace in PSS.

Submit designated sections for review.