

University Policy Number 900.02
ANNUAL REPORTING REQUIREMENTS

Responsible Administrator: Vice President for Planning, Assessment and Information Services

Responsible Office: Division of Planning, Assessment and Information Services, Office of Institutional Effectiveness

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Authority: Office of the President

Policy Statement

As part of its annual review process, Claflin University requires every administrative and academic unit to submit an annual report and an IE matrix that is an assessment of the outcomes of the unit. The departments use the matrix to identify expected program outcomes, assess the extent to which they achieve those outcomes and document the use of results for improvement. The units complete these assessments annually using

Procedures/ Protocol

Claflin University has a systematic and comprehensive evaluation system that integrates institutional mandates and standardized assessment. The University's process is as follows:

The due date for the annual report and IE matrix is June 1st each year.

The Division of Planning, Assessment, and Information Services sends a notice via email to inform all department chairs and heads about the procedures and the due date(s).

Using data from overall institutional assessments, the assessment of academic programs and the assessment of university personnel, university entities including the administrative divisions, administrative departments and academic schools evaluate their performance and include the information in the

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