



UNM

OFFICE of the EVP for ADMINISTRATION, COO and CFO

DATE: September 19, 2014
TO: Vice Presidents, Associate Vice Presidents, and Directors
FROM: David W. Harris, EVP for Administration, COO & CFO
SUBJECT: Annual Reports for FY13-14

As part of the University's permanent record, the annual report is essentially the only compilation of fiscal year history of the University and its individual components. In previous years, the annual report had been submitted to the Office of the Secretary of the University. Effective April 22, 2014, the Faculty Senate amended and approved Policy A83, which states that the EVP for Administration, the Provost, and the Chancellor are responsible for preparing and making available the annual reports on their respective websites.

Departments reporting to the EVP for Administration are required to submit individual annual reports for FY 13-14, covering period July 1, 2013 through June 30, 2014 on **November 3, 2014**. Reports must be submitted by email to cenissa@unm.edu in electronic format in both PDF and WORD files.

Please follow the important instructions on the next page for the preparation and submission of the annual reports.

If you have any questions, please call the Office of the EVP for Administration at 277-7520.

Annual Report Instructions:

Period to be covered: July 1, 2013 to June 30, 2014

Deadline for all reports to the Office of the
EVP for Administration: **November 3, 2014**

Submittal format: Reports must be in the electronic format of
PDF and WORD files (1 file for each format).

Formatting: ***See attachment for example.***

- Page size must be 8 ½ x 11
- Font: **Garamond, Size 12 for body of document (** excluding cover page, see example)**
- Margins (top, bottom, & sides) must be **1-inch** on all pages including attachments
- Add page numbers to bottom middle of page; no page number on the first page.

Content: ***See attachment for example.***

- Include **cover page**.
Heading to include:
 - the period covered (FY13-14);
 - title of department;
 - name & title of person submitting report
- Please keep your report brief and well organized and in narrative form, when or if possible. Do not submit superfluous materials such as brochures, calendars, or flyers. Extra documents can be included in the appendix section of your document.
- The following items should be included:
 - Mission and Vision Statement, Organizational Chart, Executive Summary, and Table of Contents.
 - Table of Contents should include (if applicable):
 - ❖ Executive Summary
 - ❖ Accomplishments (Past)/Significant Developments FY13-14
 - ❖ Current Projects (In Progress)
 - ❖ Future Plans/Goals FY14-15
 - ❖ Department/Staffing Info
 - ❖ Recommendations
 - ❖ **Appendix**



EXAMPLE

FY 2013 - 2014 Annual Report

(Garamond Font, size 24)

TITLE of DEPARTMENT

(Garamond Font, size 28 Bold)

Submitted by: (Garamond Font, size 14)

NAME/TITLE (VP/AVP/ DIRECTOR)
DEPARTMENT'S WEBSITE ADDRESS <http://????.unm.edu>

Mission and Vision

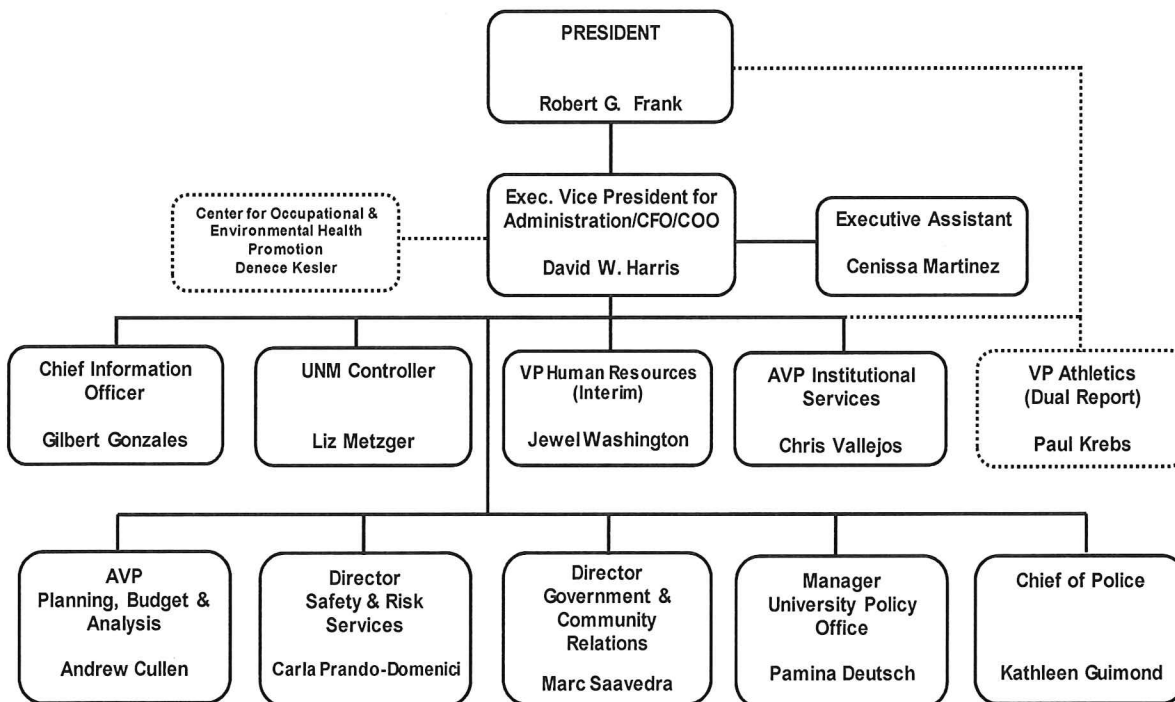
(Garamond Font, size 12, for the rest of the document)

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Organizational Chart

(The org. chart should reflect FY13/14 Staff)

2013-2014 EVP for Administration



2013-2014 Annual Report

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