

# Academic Annual Reports 2025-2026

## Overview

Academic annual reports are submitted every year by June 30. The annual report is both a reflective look back on the past year and a visionary look forward to the next year. The reports are public documents and have several audiences: the people within the unit, other academic unit leaders, the VPAA and others in OAA, the President and possibly others on the Cabinet, and outside accreditors.

The annual reports should follow the format described below.

## Academic Annual Reports for Colleges

### Strategic Plans

The strategic plans section should have two parts that both focus on the college as a whole rather than getting too focused on any particular department. The first part should be a reflective look back on the past year. Some of the questions that could be addressed include: What were the key themes of the year? What was accomplished? What issues were addressed? What worked well and what didn't? How do the activities tie to the university's strategic plan? The second part should be an intentional look ahead to the coming year. Some of the questions that could be addressed include: How does this year influence the goals for the coming year? What are the anticipated key themes for next year? What are the primary issues that will need to be addressed in the future? This section is of particular interest to the VPAA.

### Diversity

JBU desires to increase the diversity of its faculty, staff, and students to honor how all humans are created in the image of God, to reflect better the diversity of the Kingdom of God, to further our Christian commitment to justice, and to increase the quality of our educational experience. The diversity section should describe the college's and departments' plans and actions to increase gender and ethnic diversity among faculty and to intentionally network to have a broader pool of faculty candidates when the opportunity arises (e.g., potential retirement of a faculty member in the near future, succession planning, etc.).

### Ancillary/Reserve Budgets

The ancillary and reserve budgets section should state how much is in the college's 11 funds, how these funds were spent in the current academic year, and the plans for spending these funds in the future. This section is of interest to the VPAA and CFO.

### Future Budget Needs

The future budget needs section should list any planned operational budget requests for the coming year and brief justifications for them. The primary purpose of this section is to get the college thinking about budget requests early since the requests will be made in August or September. These are not the official requests, but they give a heads up to the VPAA and other academic leaders about possible budget requests. This section is of interest to the VPAA and other academic leaders.

## **Release Time Reports**

### **Academic Annual Reports for Other Academic Areas**

#### **Strategic Plans**

The strategic plans section should have two parts. The first part should be a reflective look back on the past year. Some of the questions that could be addressed include: What were the key themes of the year? What was accomplished? What issues were addressed? What worked well and what didn't? How do the activities tie to the university's strategic plan? The second part should be an intentional look ahead to the coming year. Some of the questions that could be addressed include: How does this year influence the goals for the coming year? What are the anticipated key themes for next year? What are the primary issues that will need to be addressed in the future? This section is of particular interest to the VPAA.

#### **Reserve Budgets**

The reserve budgets section should state how much is in the unit's 11 funds, how these funds were spent in the current academic year, and the plans for spending these funds in the future. If the unit has no 11 funds, then just state "There are no 11 funds." This section is of interest to the VPAA and CFO.

#### **Future Budget Needs**

The future budget needs section should list any planned operational budget requests for the coming year and brief justifications for them. The primary purpose of this section is to get the unit thinking about budget requests early since the requests will be made in August or September. These are not the official requests, but they give a heads up to the VPAA and other academic leaders about possible budget requests. This section is of interest to the VPAA and other academic leaders.

### **Areas That Submit Academic Annual Reports**

#### **Colleges**

College of Business

College of Bible, Humanities, and Arts

College of Education and Social and Behavioral Sciences College  
of STEM and Health Professions

#### **Academic Areas**

Academic Administration

ATLAS

Core Curriculum

Faculty Development

Honors Scholars Program

Irish Semester Programs

Innovation

Institutional Effectiveness

Library

Registrar  
Student Support Services  
Center for Faith and Flourishing