

EAP ANNUAL REPORT GUIDELINES (rev. Jan 2008)

DESIRED FORM

1. Report should not exceed 15 pages (10 is preferred).
2. Reports are due **July 15** (Regular Year programs: academic cycles ending mid calendar year) or **January 15** (Southern Hemisphere programs: academic cycles ending at or near the end of the calendar year).
3. **ANNUAL REPORTS MUST BE SUBMITTED ELECTRONICALLY to the Director's Office at: lfigueroa@eap.ucop.edu**
4. The Annual Safety and Incident Report, <http://eap.ucop.edu/common/Forms/annual-safety-report.dot> , summarizing incidents, which occurred during the previous year, **must be** attached to the narrative Annual Report and submitted simultaneously to UOEAP.

OVERVIEW

- The Annual Report is an essential source of new information about, and assessment of, each program. Annual Reports are posted on the EAP website in a password protected area. These reports are available to UOEAP staff, UCIE Academic Senate members, EAP Campus Directors, EAP campus offices, incoming Study Center Directors. It is therefore a primary vehicle for highlighting successes, areas in need of improvement, and for suggesting program enhancements.
- The Annual Report is also included in the dossier that UOEAP forwards to each Study Center Director's home department at the end of the tenure abroad. The reason for this inclusion is to provide evidence regarding University service for use in the academic personnel review process. The Annual Report provides the opportunity to indicate where your own academic expertise and/or knowledge of UC academic policies have served to improve or enhance the program.

ANNUAL REPORT TEMPLATE FOR INFORMATION DESIRED

The Study Center annual report is widely circulated and serves multiple purposes. The information included in the report can be broadly divided into three categories, each with a different audience. Study Center Directors and Liaisons are asked to bear these categories in mind when writing the annual report, with the understanding that not all categories apply to all programs, and that there will often be overlap between categories:

I. Programmatic

This category serves the largest and most diverse audience; UO staff, campus EAP staff, UCIE members, EAP staff at other study centers, etc. Such information might include:

- General updates on program status and program development/new initiatives
- Discussion of academic aspects of the program
- Discussion of the program environment
- Student selection and preparation
- Student housing, orientation, and activities
- Issues relating to reciprocity (student, staff, and/or faculty)

- *General* student safety, security, health, and conduct issues
- Issues raised in recent student evaluations and/or program reviews

II. Administrative

This category is most relevant to UO staff working directly with the program, UCIE, and might include:

- Relationship with the host institution(s) and issues related to the Agreement or MOU between UC and
- the host institution
- Academic quality issues involving particular host institution faculty or departments, and/or local faculty employed through the Study Center
- Staffing/Human Resource issues at the study center and/or specific personnel issues
- Specific safety, health, or conduct issues

III. Higher Education

This category is intended to serve the broader research interests of the University of California in tracking higher education developments outside the U.S. Such information might include:

- Significant changes in host country/institution tertiary education policies, programs, or regulations
- Significant host country/institution demographic trends relating to higher education
- Significant political or economic changes which may affect education in the host country/institution

Confidentiality

Annual reports are posted on the EAP staff website, which is password-protected but accessible to all EAP campus and UO staff, all EAP staff and faculty abroad, and members of the UCIE committee. The intent of this wide circulation is to share information about EAP programs and developments as broadly as possible. However, some issues may not be appropriate to circulate to this broad audience. This may be particularly the case with certain issues in the “administrative” category; for example, personnel or student issues of a confidential nature, highly sensitive host institution issues which may affect the UC-host relationship, unresolved administrative problems, etc.

Study Center Directors are asked to provide all confidential issues a **confidential addendum** to the annual report. This addendum will be part of the master file of hard-copy annual reports at UOEAP, and will only be shared with senior leadership of EAP, staff or faculty (campus, UO, and/or host institution) who are directly involved with the situation, this information will not be posted on the EAP website.

If a sensitive item appears in the “public” report, the Regional Director may ask a Study Center Director or Liaison to move such an item into a confidential addendum. In the case of any disagreement over which items should remain in the “public” report, final authority rests with the Director of EAP and Chair the UCIE Senate Committee.