



Division of Student Life

End-of-Year Report

Template

Spring 2021

Section I	Mission/Introduction	Describe the essential function(s) of your department.
Section II	Staffing	List the name and title of each employee in your department. In a separate paragraph list the name and title of any new staff in the past year, his/her position and describe his/her former institution (e.g. comes to Georgia Tech from...where he/she served as...). In bullet form, list the key job responsibilities associated with the position.
Section III	Policy/Procedure	If applicable, list each new and/or change in current Policy/Procedure in your department. Include whether it is an Institute policy, Division policy or departmental policy/procedure. Provide justification for any new policy or change in current policy/procedure. If no change in policy/procedure insert N/A
Section IV	Significant Accomplishments	For each unit in your department, list the name of the unit, a brief paragraph describing the unit, and in bullet form list all Significant Accomplishments.
Section V	Statistics	For each unit in your department, include relevant data charts, graphs, tables, etc.
Section VI	Service to the Institute	For each unit in your department, list the name of the unit, each staff member's name and title, followed by a list in bullet form of his/her Service to the Institute (e.g. committee, task force, taught a class/presented at a conference/training/workshop, etc.)
Section VII	Professional Development	For each unit in your department, list the name of the unit, each staff name followed by a list in bullet form of the Professional Development experiences (e.g. formal education, certification, attended/presented at a conference/training/workshop/webinar, etc..)
Section VIII	Institute Effectiveness	For each unit in your department, list the name of the unit and a 2-3 sentence paragraph describing a change in policy, program, service, etc. that was made based on what you learned from assessment results. If no change occurred, describe justification for continued practice.