

Institutional Data Needed

Bonita Jacobs

Sent: Thursday, March 14, 2013 3:49 PM

To: Denise Young; Linda Rowland

Cc: Patricia Donat; Linda Smith

Attachments: 130307 Appendix 1 Presiden~1.doc (30 KB) ; 130307 Appendix 3 Profile ~1.doc (30 KB)

Denise and Linda,

I need to submit a number of things to the presidential evaluation consultant, and I have attached two documents listing what he would like to have.

I am hoping that you have this information readily available! I need to send it to him very quickly.

Thanks,

B/

Bonita C. Jacobs, Ph.D.
President
University of North Georgia
82 College Circle
Dahlonega, Georgia 30597
706-864-1993 (Office)
706-864-1689 (FAX)

Presidential Evaluation Packet

Each president selected for the comprehensive presidential leadership performance evaluation will prepare a packet of information containing the following information. **The completed Presidential Leadership Performance Evaluation Packet should be sent in electronic format (Microsoft Word/Excel) to the Chancellor, the supervising Executive Vice Chancellor and the consultant.**

- **Institutional Profile** See Appendix 3.
- **Self Reflection Paper** (3 to 5 pages) prepared by the president, See Appendix 4.
- **Curriculum Vitae**: most recent CV for the president
- **Strategic Plan**: a copy of the institution's current strategic plan
- **Brief History**: a brief history of the institution (as described in the institution's catalog and/or on its home page)
- **Quick Facts**: these often appear in the institution's catalog and/or home page
- **Campus Map**
- **Campus Visit Schedule**. See Appendix 6 for example.

Institutional Profile

For each of the three most recent years, please supply the following data. (If similar data can be more easily supplied in a different format, please feel free to substitute. In some cases you may simply need to report that the data are not conveniently available.)

Enrollment: Use Fall-to-Fall data as reported annually to the USG and reported in the “USG by the Numbers” report.

Minority Student Population: Use Fall-to-Fall data as reported annually to the USG and reported in the “USG by the Numbers” report. Use the “minority” classification used by the USG.

Percent Female: Use Fall-to-Fall data as reported annually to the USG and reported in the “USG by the Numbers” report.

Average SAT Scores: Report First-Time Freshmen data.

Studies Abroad Participation: Report all study abroad activities, including yearlong, semester, mini-semester, etc. There is no minimum number of credit hours required to report this information. The program that the student participates in need not be one offered by your institution or the USG, but needs to be one authorized by your institution.

Pass Rates on Tests:

Regents’ Test – Use the fiscal reported data supplied to the USG. Only show for those students who passed both categories of the exam.

Special Tests – This will include licensure and certification exams relating to specific programs offered by your institution. These may include special health programs, etc. Report the percentages you report to the USG Office and/or the percentage reported to your institution by the test-administering agency.

Retention and Graduation: Report “first-year retention rates (system)” for comparison purposes. Use the “six-year graduation rate” (or three-year graduation rate”, which ever is appropriate). Report the same data your institution submits to the USG.

Faculty and Staff: Use the same data submitted on the IPEDS report each November by the institution.

Number of full-time faculty: In your computation use tenured, tenure-track and temporary full-time faculty for fall semester each year.

Percent of faculty with doctorates: In your computation use tenured, tenure-track and temporary full-time faculty only. Do Not Use part-time or adjunct faculty.

Percent of faculty tenured: Report the percent of tenured faculty as compared to all tenurable faculty.

Average faculty salary: Include only tenured and tenure-track faculty. Do Not Use temporary full-time, part-time or adjunct faculty.

% Non-majority Faculty: Use the same reporting protocol as used by the USG Office. This will include African-American, Native American, International, etc. Compute on the full-time faculty only – tenured, tenure-track and temporary.

% Female faculty: Use only full-time faculty – tenured, tenure-track and temporary.

% Non-majority staff: Use only full-time staff.

Fiscal/Financial

Expenditures per FTE student: General funds (including Stimulus funds) only. This will be the same amount shown on the USG System “Annual Expenditure Report”.

Sponsored Funds Received: Report funds received from grants, contracts, etc. Include only “award amounts” (i.e., total received; not expenditures).

Foundation Support: Funds received from “giving” to the university; not from grants or contracts.