

Area: Program Administration  
Subject: Annual Report  
Policy No.: 200

### **POLICY**

The Center for Communication Disorders, a clinical service program of the Department of Communication Disorders, will follow the University's policy in completing an Annual Report of Operation.

### **PURPOSE**

The purpose of this policy is to fulfill the University's requirement in order to monitor Center operation, and to identify and resolve any problems or issues related to Center operation.

### **PROCEDURE**

1. Upon the request of the Vice President for Finance and Administration, the Center Director will prepare an annual report outlining Center operation for the year past.
  - a. guidelines for the report format will be specified by the Vice President.
  - b. in preparation for the annual report, statistics of client services provided by the Center will be compiled at the completion of each treatment term.
  - c. summaries of fee revenues will be included in the report, if requested.
  - d. copies of the report will be forwarded to the Dean and to the Department Chairperson.
2. Each year, the Center Director will present an annual report of the Center's activities during a Departmental faculty meeting. Review and discussion of the Center's mission, goals, objectives and procedures will be completed. Suggestions will be accepted and implemented as feasible.