SYRACUSE UNIVERSITY
CHANCELLOR AND PRESIDENT

MEMORANDUM

To: Executive Team and Direct Reports
From: Chancellor Kent Syverud
Date: April 18, 2016
RE: 2015-2016 Annual Activities Report

I write to request from each of you a report on activities during the previous academic year. I use these reports to guide the salary setting process as well as for other purposes, and I ask for your advice about issues and agendas for the following year, so that we can get an early start addressing institutional needs and priorities.

It would be helpful to me if you highlight in your report the following:

1. Goals, priorities, metrics and accomplishments for yourself and your department or office,
2. The ways in which those accomplishments and your goals for yourself and your department or office map onto essential functions of your operating unit, and
3. A high-level time allocation schema across your duties/functions/audiences, and
4. Three to five high priorities or goals (for yourself or for your division) to be accomplished in the upcoming year.

I encourage you to include in this report any work or projects which you and/or your direct reports have completed in the past year that you think I should know about.

Please submit your report in electronic format to Megan Travis (mttravis@syr.edu) no later than close of business on **Monday, May 2nd**.

I expect to meet with each of you individually after Commencement to discuss the year. Chris Praino will work with you to schedule a one hour conversation the week of May 16th.

Many thanks for your time during this busy period.

900 S. Crouse Avenue / Crouse-Hinds Hall, Suite 600 / Syracuse, New York 13244-2130 / 315-443-2235 / Fax: 315-443-3503