



Guide For Preparing Your Self-Study		
✓	Components	Suggested Steps/Details
	<p>Guidelines/ Timeline: (Provided by Academic Affairs/Institutional Assessment Planning and Effectiveness)</p> <ul style="list-style-type: none">- Blank template of Program Review Guidelines- External review process	<ul style="list-style-type: none">• If you already have a departmental self-study process or process used to document procedures for Accreditation, list the steps used in these processes sequentially. You may want to create a diagram or table to denote process.• If you do not have a current program review process, it is recommended you establish such a process.• Thoroughly detail every step of the process.
	<p>Department Context:</p>	<ul style="list-style-type: none">• Detail department construct of personnel and responsibilities, including, coordinators, advisors, administrative assistants, etc.• Provide an overview of your department similar to the content in the University catalogue.• Describe department mission and/or vision.• Reference graduate program if applicable. Does undergraduate program serve as pipeline to graduate program?• State all degree requirements and characteristics.• Include the degree plan for your area.• Outline/Define your student learning outcomes and goals (This can be an abbreviated version of your assessment plan.)• Include requirements for a minor in your area.



	Department Context (continued):	<ul style="list-style-type: none">• State admission requirements if they differ from University standard.• Define academic advising or support services available in your area.
	Qualifications of Faculty: <ul style="list-style-type: none">- Prepare Faculty Synopsis (Not just Faculty CVs)	<ul style="list-style-type: none">• Include:<ul style="list-style-type: none">○ Faculty Name, Rank, Tenure, and Highest Degree.○ Are they a member of Graduate Faculty?○ Do they have Certification(s) or License(s) in specialty areas?○ Include relevant publications or service/contributions on dissertation committees.○ List/summarize applied for and awarded Grant work.○ Include relevant research both ongoing and completed.○ Include faculty Awards or Honors.○ Show work done on presentations, seminars, or workshops conducted by the faculty
	<ul style="list-style-type: none">- Describe faculty service	<ul style="list-style-type: none">• Diagram and describe both current and past service activity for department faculty.• Including;<ul style="list-style-type: none">○ Department/College Committees○ University Committees○ Special Assignments○ Offices held○ Academic memberships



	<p>- List relevant grants and contracts</p>	<ul style="list-style-type: none">• List all relevant grants and contracts for the faculty members of your department• Details to include;<ul style="list-style-type: none">○ Distinguish between proposals and funded projects.○ Project title, i.e. primary investigator status.○ Faculty position in project.○ Reason for project, contribution to the field of study.○ Project date○ Grant/Contract amount.
	<p>Student Assessment:</p>	<ul style="list-style-type: none">• Include the most recent assessment plan from Xitracs (assessment software).• Show action plans.• Include any academic advising materials; forms, documents, etc.• Any process used for tracking student who graduate?
	<p>List Program Resources and Facilities:</p>	<ul style="list-style-type: none">• List and describe all program resources and facilities used.<ul style="list-style-type: none">○ Class rooms○ Labs○ Study Areas○ Electronic Technology Based Resources; Blackboard, Skype, webcams, video library.○ Specialized rooms; Theatre, gallery, Concert Hall○ Off Campus resources; medical facilities, Consortium with other entities○ Library• Briefly describe goals or plans for said resources.



	Define other measure of quality derived from your department:	<ul style="list-style-type: none">• Include:<ul style="list-style-type: none">○ Student Accomplishments/ Scholastic Honors.○ Student Internships.○ Notable student presentations/ Publications.
	Department Self-Assessment:	<ul style="list-style-type: none">• Explain strengths of the program.• Detail any weaknesses/ challenges.• What are the plans/recommendations for future growth and development?• Are there any needs for additional resources/personnel?