

GUIDELINES FOR UNIT SELF-STUDY

The self-study is usually a 12-20 page narrative, plus appendices (described below), that gives the unit the opportunity to assess its current status (i.e., the past three academic years) and to discuss areas for change and future development. This document, prepared by the chair of the unit under review, along with the assistance of unit members, will be studied by the Academic Program Review Panel (APRP) members, the Dean of the unit's school/college, and the Provost/Executive Vice Chancellor for Academic Affairs. A copy of the self-study, along with the UCCS Catalog, and any other relevant material, will be sent to the reviewers, who are nominated by the unit and approved by the Dean and the APRP. The external review team, after receiving the self-study and other materials, will make an on-campus visit, usually lasting 2 days; the team will provide a written assessment of the unit within three weeks of the on-site visit. (For additional information about the review process, see the sheet "UCCS ACADEMIC PROGRAM REVIEW PANEL TIMELINE AY 2008-2009.") The external report will be reviewed by the unit, dean and APRP Panel. A summary of the the external report and the unit and dean's responses written by the APRP Chair will be sent to the Provost/Executive Vice Chancellor for Academic Affairs who will then forward a report on AY 2008-2009 program review to Central Administration.

THE SELF-STUDY

1. The cover sheet should provide name of the unit, year of the self-study, and names and responsibilities of those who assisted with the composition and compilation. Please provide a bullet-type summary of the self-study in the page(s) immediately following the cover sheet.

Sections

Program/Unit History

2. Explain the unit's history (1 page), paying special attention to its evolution in relation to campus and college objectives and to other units in the school/college.
3. Explain current distribution of faculty, particularly in terms of subject area. Curricula Vitae for all unit faculty, both resident and non-resident, should be APPENDIX I.

Current Status of Program (for past three years)

4. Explain program/unit objectives, paying special attention to their relation to those of the campus and school/college. Include information on recommendations made in the last program review and note any progress/developments since that review (Note: copies of the previous external report will be sent to the reviewers).
5. TEACHING: (Note: the APRP Chair will send a copy of the UCCS Catalog, along with the unit self-study, to the external review team; therefore, you need not provide a comprehensive course listing.)
 - Explain unit's curriculum in relation to unit's objectives.
 - Explain any special admission/completion requirements that the unit might have.
 - Explain unit's student advising procedures, including undergraduate, graduate, thesis, and dissertation advising.
 - Explain teaching/curriculum development activities of faculty; e.g., new courses, new teaching strategies, workshops, grant-funded curricular work, etc.

- Summarize faculty teaching loads, average class sizes, and other data (e.g., numbers of independent studies, description of internships, etc.) that you think will be useful in providing a full view of the unit. (NOTE: a standard student data set will be provided by Institutional Research and should be included as APPENDIX III.)
 - Provide information about placement of graduates of unit/program (e.g., employment, graduate school, professional school, etc.).
6. RESEARCH/CREATIVE WORK:
- Summarize past three academic years' achievements by faculty in these areas, including publications, grants received, etc. This may be cross-referenced to faculty Curriculum Vitae in APPENDIX I.
7. UNIVERSITY/COMMUNITY SERVICE:
- Summarize past three years' achievements by faculty in these areas; this may be cross-referenced to Curriculum Vitae in APPENDIX I.
8. RESOURCES AVAILABLE:
- Explain support staff (e.g., secretarial, clerical, work study, lab assistants, technical staff, etc.).
 - Explain budget and expenditures.
 - Explain library support (Note: Unit chair should contact the unit's liaison librarian who will provide data on relevant holdings for the unit. Include the complete report received from the Library as APPENDIX VII.)
 - Explain other academic services used by your unit (e.g., tutoring, counseling, placement services, etc.).
9. DIVERSITY
- Indicate any increases in diversity of staff, faculty, or students since the last external review.
 - Discuss multicultural emphases in curriculum and any improvements that have been made since the last external review.

Student Outcome Assessment

10. Address the unit's accountability/assessment procedures. This discussion should include but not be limited to the following: summary of approved assessment techniques as applied to the department's stated goals; summary of reported results for academic year of last program review as applied to stated goals; summary of proposed changes that have or will occur in department as a result of recent years' assessment activities; general assessment process and faculty involvement in this process. Include the last available assessment report as APPENDIX VI.

Program/Unit Planning

11. In this final section, draw conclusions from previous sections, especially Section #8. Describe any decisions made as a result of the Self-Study process; describe and justify any plans for implementing changes. Describe and justify any needs that you believe must be met by the unit and/or by the administration to help the unit to implement changes.

Appendices

12. Include the following appendices in the order specified. Additional appendices may be added as needed.

- APPENDIX I – Faculty Curriculum Vitae
- APPENDIX II – Unit Promotion and Tenure Criteria
- APPENDIX III – Student Data including Survey Data (standard data set supplied by Institutional Research)
- APPENDIX IV – College (LAS) comparative data (supplied by Dean’s office)
- APPENDIX V – Unit Written Goals
- APPENDIX VI – Unit Assessment Report (most recent)
- APPENDIX VII – Library Information (report supplied by Library)

(Revised 9-22-08)