Self-Study

The dean, department chair, center director, or other administrative head is responsible for compiling and writing the self-study. Others should be encouraged to participate in the process as appropriate—for example, department chairs, curriculum committees, program directors, faculty, and students. Although the self-study will include the unit’s financial profile, its main purpose is to assess program quality and effectiveness, and to set strategic goals and priorities that can guide future planning and budget decisions.

Although the content of each self-study will vary slightly, units being reviewed should use the template in Appendix III to help the university maintain consistency in its program reviews. The template asks for background and descriptive data, analysis of the strategic issues and supporting data, and recommendations. The data items needed for the self-study will be decided upon at the Provost Summit. Normally, the self-study should be no longer than 25-30 pages, not including appendices.