

Academic Program Review Final Report Format

The following outlines the elements required in preparing the final report of a program review. A timeline for each step in generating the final report is also provided.

Format

1. Executive Summary
2. Background
3. Self-Study Summary and Discussion
4. Review Panel Findings and Recommendations
5. Program and Faculty Response
6. Dean's Response
7. Review Panel Evaluation of Responses
8. Appendix

1. Executive Summary

This section will be comprised of a list of the Program Review Panel's final recommendations and overall comments.

2. Background

A brief overview of the review process and a general description of the program under review should be provided.

3. Self-Study Summary and Discussion

The PRP's collaborative response to the program generated self-study. A list of questions follows to assist in the preparation of this section. It is suggested that each Panel member should have a response drafted prior to the site visit.

4. Review Panel Findings and Recommendations

This section provides a narrative listing the PRP's evaluation following the site visit. This section may be split into two, such that one section describes the evaluations from the internal reviewers and the other section describes the findings of the external reviewer.

5. Program and Faculty Response

This section should include the program and faculty response to the self-study summary and discussion (Item 3), and the review panel findings and recommendations (Item 4).

6. Dean's Response

This section should include the Dean's response to the self-study summary and discussion (Item 3), the review panel findings and recommendations (Item 4), and the program and faculty response (Item 5).

7. Review Panel Evaluation of Responses

The Review Panel's written evaluation of the program's, faculty, and the dean's response.

8. Appendix

The appendix should include the program self-study and any other additional documentation.

Guiding Questions for Item 3 – Self-Study Summary and Discussion

Program Description and Current Status

1. Are the degree requirements appropriate? Is the program too narrowly focused or is it sufficiently broad given the state of the discipline?
2. Do program faculty possess the appropriate background and experience?
3. Are the facilities and capital equipment sufficient for program needs?
4. Is enrollment sufficient to justify continued offering of the program?

Program Self-Evaluation

5. Is the program mission aligned with the overall campus mission?
6. Does the curriculum adequately prepare students for further study or employment? What measures of review are used to ensure that the curriculum is current?
7. Are there distinctive characteristics of the program that enhance its mission?
8. Is the program advancing the discipline by effective teaching, research, and professional activities?
9. Are there unique and beneficial relations between the program and external entities?
10. Is the need for the program apparent, in terms of similar programs within the state, relationships with other programs at UNO, demand for graduates, and interest from external constituencies?
11. Are there adequate plans for addressing any program weaknesses or deficiencies?
12. Does the program effectively evaluate its performance?

Formative Plans and Proposals for Program Improvement

13. Is the timetable for eliminating weaknesses or deficiencies adequate?
14. Is there capacity to enroll additional students?
15. Will the anticipated changes in the program serve to advance the program?
16. What opportunities should the program pursue to further its mission?

Final Report Timeline

- Self-Study Summary and Discussion: Completed at site visit
- External Reviewer's Findings and Recommendations: Submitted electronically to Review Panel Chair within 1 week of site visit
- Review Panel's Findings and Recommendations: Submitted electronically to Program Chair and Dean within 2 weeks of site visit
- Program and Faculty Response: Submitted electronically to Dean(s) within 3 weeks of receipt of Panel's Findings and Recommendations
- Dean's Response: Submitted electronically to Program Review Coordinator within 1 week of receipt of Unit Response and Faculty comments
- Final Report: Submitted within 2 weeks of receipt of Unit and Dean's Responses to the Provost