



Instructions

The Academic Department Periodic Review (ADPR) Self-study is a document prepared by the academic department, the overall purpose of which is to provide an accurate and complete assessment of the department's contributions to the university mission. The Self-Study consists of two sections: Core Areas and Reflection. The department is asked to provide a narrative for the items listed within each area, and rely upon appropriate evidence to support its conclusions, which should be appended to the report. The final report is submitted through the institution's Assessment Management System (AMS), and will be provided to the Periodic Review Committee, college dean, and Provost's Office. More detailed instructions, including a list of guiding questions, are available on the [Office of Strategic Planning & Institutional Effectiveness website](#).

Core Areas

Provide a separate narrative for each of the items under the Core Areas listed below.

I. OVERVIEW

- a. College and, if available, department and program mission, vision, and goals
- b. Recommendations and changes from most recent periodic review
- c. Self-Study process

II. DEGREE AND CERTIFICATE PROGRAM(S)

(Provide a separate narrative for each program)

- a. Student and employer demand
- b. Composition of student enrollment and recent graduates
- c. Curriculum development
- d. Student success measures and outcomes
- e. Delivery of instruction
- f. Summary of learning outcomes assessment process and evidence of improvement, including:
 - i. Alignment of learning outcome statements with the curriculum, professional/ accreditation standards, and employer expectations, as appropriate
 - ii. Process for assessing student learning outcomes, including assessments used and how data are reviewed, interpreted, and used to guide improvements
 - iii. Description of actual changes that have been made, or are in the process of being implemented, based on learning outcomes assessment results
- g. Student teaching and/or research assistantships (if applicable)

III. FACULTY AND STAFF

- a. Composition of faculty
- b. Composition of staff
- c. Deployment and workload of faculty and staff
- d. Faculty and staff success measures and outcomes

IV. RESEARCH

- a. Areas of research emphasis
- b. Research productivity including undergraduate and graduate students, if applicable

V. SERVICE, EXTENSION, AND OUTREACH

- a. Public service (non-extension and, if applicable, extension)
- b. Service to the professions
- c. Service to the institution
- d. Patient care (non-instruction related), if applicable

VI. DIVERSITY, INCLUSIVITY, AND CIVILITY

- a. Promotion of diversity and inclusivity
- b. Civility among faculty, staff, and students
- c. Stakeholder engagement

VII. ADMINISTRATION AND GOVERNANCE

- a. Administrative structure and effectiveness
- b. Governance-related policies and procedures

VIII. BUDGET AND FACILITIES

- a. Facilities
- b. Equipment
- c. Budget

Reflection

In concluding the Self-Study, the department should reflect and provide a narrative discussing whether there have been other notable changes since the last periodic review that have not already been identified above as well as potential changes to be made based upon the Self-Study findings.

IX. CHANGES

- a. Other significant changes since the last review
- b. Proposed changes (preliminary) based upon the Self-Study and that draw upon existing resources or include plans for acquisition of new resources