

# Non-Academic Program Review Guidelines Template

## Summary Page

<b>Review of Department's Mission</b>	<b>Department's Mission:</b>	<b>Changes to Department's Mission (If Any):</b>
<b>Is Department's Mission consistent with University Mission?</b>	<b>Please Explain:</b>	
<b>Review of Department's Vision</b>	<b>Department's Vision:</b>	<b>Changes to Department's Vision (If Any):</b>
<b>Review of Department's Goals</b>	<b>Department's Goals:</b>	
<b>Review of Department's Objectives</b>	<b>Department's Objectives:</b>	<b>Changes to Department's Objectives (If Any):</b>
<b>Review of Department's Student Learning Outcomes</b>	<b>Department's Student Learning Outcomes:</b>	<b>Change in Department's Student Learning Outcomes (If Any):</b>
<b>#1 Mission, Vision, Goals &amp; Objectives</b>		
<b>Mission</b>	Please attach a separate sheet if necessary	
<b>Vision</b>	Please attach a separate sheet if necessary	
<b>Goals</b>	Please attach a separate sheet if necessary	
<b>Objectives</b>	Please attach a separate sheet if necessary	
<b>#2 Description of the Major Functions and Services within the Unit</b>		
<b>List the major functions and services</b>	Please attach a separate sheet if necessary	

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<b>within he unit.</b>		
<b>List services and functions which do not currently exist. State why.</b>	Please attach a separate sheet if necessary	
<b>Draw a flow chart(s) that show the dynamic interactions among current functions, services, and personnel (Note: Do not provide the organizational chart in this section; that will be required later in this document).</b>	Please attach a separate sheet if necessary	

<b>#3 Assessment of Goals and Objectives</b>	
<b>Provide Data on each objective that can be measured.</b>	Please attach a separate sheet if necessary
<b>Provide some feedback on the results gathered.</b>	Please attach a separate sheet if necessary
<b>Describe how the data will be used to improve the operations and University impact (Closing the loop)</b>	Please attach a separate sheet if necessary
<b>Provide any other relevant data, especially internal supporting documents.</b>	Please attach a separate sheet if necessary
<b>#4 Evaluation Forms, Surveys, Policy Manuals, and Other Tools</b>	

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<b>Provide copies of all employee evaluation forms used in the unit.</b>	Please attach at the end of this section.
<b>Provide copies of all surveys used directly or indirectly by the unit.</b>	Please attach at the end of this section.
<b>Submit a copy of any policy or operational manual used by the department (if there is no policy or manual, please discuss why).</b>	Please attach at the end of this section.
<b>Provide a copy of or describe any other tool that may be used to gather data for the unit.</b>	Please attach a separate sheet if necessary
<b>#5 Personnel and Organizational Structure</b>	
<b>Provide a list of all full-time personnel in the unit.</b>	Please attach at the end of this section.
<b>Provide resumes for all full-time personnel in the unit.</b>	Please attach at the end of this section.
<b>List any long-term (three years or more) part-time personnel in the unit.</b>	Please attach a separate sheet if necessary
<b>Provide and date the most current organizational chart(s)</b>	Please attach at the end of this section.
<b>#6 Facilities and Equipment</b>	
<b>Describe the adequacy of the current facilities</b>	Please attach a separate sheet if necessary
<b>Describe the adequacy of the current equipment inventory</b>	Please attach a separate sheet if necessary
<b>List and briefly describe any needs in this area (Please prioritize from 5=Urgent Need to 1=Needed but not urgent)</b>	Please attach a separate sheet if necessary

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<b>#7 Planning and New Initiatives</b>	
<b>List and describe any significant plans that will be undertaken in the next three years</b>	Please attach a separate sheet if necessary
<b>List and describe any significant new initiatives in the next three years</b>	Please attach a separate sheet if necessary

<b>#8 Summary and Recommendations</b>	
<b>Summarize the main elements included in the current review</b>	Please attach a separate sheet if necessary
<b>Summarize the recommendations and changes that will be made.</b>	Please attach a separate sheet if necessary
<b>#9 Additional Resources Requested – Indicate what new resources are needed over the next three years to:</b>	
<b>Enhance the current department</b>	Please attach a separate sheet if necessary
<b>Preserve the strengths of the current department/unit</b>	Please attach a separate sheet if necessary
<b>Address the weaknesses in the</b>	Please attach a separate sheet if necessary
<b>Address and technological impacts on the department/unit.</b>	Please attach a separate sheet if necessary

<b>#10 Other</b>	
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<b>Please place any other items, issues, etc., in this section</b>	Please attach a separate sheet if necessary
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