

Administration & Finance Program Review Protocol Self-Study Binder Checklist

The following material should be included in the self-study binder that is completed by the unit head and presented to the committee chairs and members at least two-weeks prior to the first program review committee meeting.

Most importantly, the binders reflect the results of the unit's self-study. They should reflect the unit's self-analysis of its strengths, weaknesses, and future improvement plans. The binder may either be in hard copy form (an actual binder) or, preferably, a collection of electronic documents presented to the committee on CD.

The binder *must* include:

- Unit mission, vision, and values.
- Goals and objectives
 - All units should include its list of key ongoing goals/objectives/initiatives. The present and future are more important in this case than past achieved objectives.
- An update on the previous program review's recommendation
 - The self-study binder must contain a report on the status of all recommendations that were approved as part of the unit's previous program review.
- Policies & Procedures manual
 - All units should provide an *up to date*, complete policies and procedures manual. This consists of step-by-step procedures for *all* primary unit functions. Detail is important.
- Up to date organizational chart
- Position descriptions and EWP's
 - All units should provide up to date position descriptions for every position in the unit. For classified employees, these will be EWP's, for A&P faculty they will be job descriptions
- S.W.O.T. Analysis
 - All units should provide the results of a unit-wide SWOT analysis. Members of the unit should join together to form the SWOT analysis. Materials and training on conducting a SWOT analysis will be available through the program review website
 - **Strengths:** What are the unit's top 5-7 strengths?
 - **Weaknesses:** What are the unit's most significant 5-7 weaknesses? (This would include such issues as being under-staffed, under-budgeted, insufficiently trained, etc.)
 - **Opportunities:** What problems, challenges, changes, external forces exist now or will exist that will provide opportunities to meet new needs, develop new services, etc.
 - **Threats:** What issues threaten the unit's ability to succeed now and in the future?
- Key customers, customer groups, constituents
 - All units should provide a list of key customers and constituents. This should include both key units and key individuals. This is to help the committee do its own research.
- Key peer groups and contact information
 - There should be a listing of key peer groups (at other institutions) with contact information. These may be just key Virginia institutions, or, may expand to the university's recognized peer groups of institutions outside the state.

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Depending on the unit, the self-study binder may also include:

- Relevant budget Information – this is particularly relevant if the unit head believes the unit is under-funded.
- Accomplishments – including measurable data
- Internal audit reports (if appropriate)
- Samples of customer interaction activities including any past customer research
- Recommendations for questions to be asked as part of customer surveys and focus groups

Program Review Committee chairs are free to require whatever self-study information is needed, in their view, to provide the most helpful data for making the strongest recommendations for quality improvement, whether they are listed above or not.