 University Advancement, <CHAIR UNIT NAME>

# Final Report

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| **To:** | Nick Langridge |
| **From:** | <COMMITTEE CHAIR> |
| **Subject:** | **<DEPARTMENT> Program Review – Final Report** |
| **Date:** | <DATE> |

**EXECUTIVE SUMMARY**

The executive summary is a brief overview, of the program review process. It should contain three sections.

* **Review process –** *A brief overview of the phases and timeframe of the review. Below is an example.*

The <DEPARTMENT> program review followed a three-phase process beginning in <FIRST MONTH> and ending in <LAST MONTH> <YEAR>:

* Phase 1 –self-study; <DATE RANGE>
* Phase 2 – program review committee research and external reviewer visit; <DATE RANGE>
* Phase 3 – final report; <DATE RANGE>

The committee divided into <NUMBER OF> subcommittees to examine portions of the operation from varying perspectives:

* <SUB COMMITTEE NAME>
* <SUB COMMITTEE NAME>

(If an external reviewer is utilized)

<EXTERNAL REVIEWER NAME>, <ER TITLE>, <ER OTHER INFO> conducted the external review.

* **Findings** - *Highlight overlapping themes found in the self-study, subcommittee and external reviewer reports. Findings are relevant statements of apparent fact related to the study based on trends from research. They may reflect departmental strengths, departmental weaknesses, constituent perceptions, etc.*
* **Recommendations** - *In this section the chair(s) will provide a list of recommendations. Recommendations are based on findings. They should be Specific, Measurable, Attainable, Relevant, and Time-Framed.*

**PRIMARY REPORT**

* Introductory Statement
* Overview
	+ Detailed description of Program Review
	+ Mission, vision, values of unit from Self-Study Binder
	+ Key elements of SWOT analysis from Self-Study Binder
* Program Review Committee (Name, department, committee role, subcommittee responsibility, etc.)
* Description and scope of subcommittees
* Research methodology for each subcommittee
* Overall findings with descriptive statements.
* Recommendations and site additional evidence to support each. In consultation with the department director and unit AVP, the recommendations can be listed in no specific order or categorized into “primary” and “secondary”.
* Closing comments section can be used to note dissenting opinions of the director and/or unit AVP.
* Appendices
	+ Self-study
	+ External Reviewer’s Report (if applicable)
	+ Findings/Recommendations from Subcommittee #1
	+ Findings/Recommendations from Subcommittee #2
	+ Findings/Recommendations from Subcommittee #3
	+ Additional information provided by the department director or subcommittees