**University Advancement Program Review Resource**

***Standard Table of Contents***

Phase 1 of the UA program review process includes a self-study “binder”. The following standard table of contents is requested to be used for all binders. Revisions should be made in consultation with the review chair.

**<DEPARTMENT>**

**Program Review Self-Study**

**<DATE>**

**TABLE OF CONTENTS**

1. Executive Summary

* Mission, vision and values
* Program overview
* Narrative of the results of the analysis of the department’s performance against national best practice
* Status of recommendations from the previous program review
* SWOT analysis
* Recent accomplishments

1. Organization chart
2. Goals and Objectives
3. Contacts

* Key constituents
* Key peer group

1. Other information as deemed necessary by the director, unit AVP and committee chair