**Administration & Finance Program Reviews**

**Program Review – Report Template**

**(Updated Spring 2017)**

*Reports should be as concise as possible and should, at a minimum, answer these basic questions:*

* *Specifically, how did the committee conduct research in support of the self study?*
* *What findings/conclusions were drawn as a result of the research? (What appears to be true about the unit, particularly considering its mission, vision, and values?)*
* *What recommendations does the committee suggest in partnership with the unit head to make improvements in the unit’s performance?*

**Executive Summary**

* Brief overview of the program review process
* Findings and Recommendations

**Primary Report**

* Brief Introductory Statement
* Overview
  + Description of Program Review Process
  + Mission, Vision, Values of Unit
  + Key Elements of SWOT Analysis
* Program Review Committee (Name, department, committee role)
* Research Description
  + Brief Overview of Research Conducted with Brief Rationale
    - Research Subcommittee #1 Description
    - Research Subcommittee #2 Description
    - Research Subcommittee #3 Description
  + Etc.
* Detailed Findings and Recommendations (based on all forms of research including external reviewer research)

**Appendix**

* + Findings/Recommendations from Subcommittee #1 submission
  + Findings/Recommendations from Subcommittee #2 submission
  + Findings/Recommendations from Subcommittee #3 submission
  + Etc.
  + Full External Reviewers Report including findings and recommendations
  + Raw data from Subcommittee #1
  + Raw data from Subcommittee #2
  + Raw data from Subcommittee #3
  + Etc.