**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.