



OFFICE OF PERIODIC PROGRAM REVIEW

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Guidelines for Submitting the Self-Study

Approximate Submission timeline:

1. The academic unit will submit the self-study to the Dean's Office prior to or concurrent with the submission of the Office of Periodic Program Review (or as requested by Dean).
2. A near final DRAFT of the self-study is due to the Office of Periodic Program Review by **January 16, 2006**. Our office will provide feedback by February 1, 2006. The unit, in conjunction with its Dean's Office will then have 7-10 days to make final revisions.
3. Final copy of the self-study, prepared according to the guidelines below, should be submitted to the Office of Periodic Program Review **2-3 weeks** before the visit.
4. The self-study will be sent to the visiting team 2-3 weeks prior to the visit.
5. All external review team visits will be scheduled by December 1, 2005. Spring visits will likely take place from mid-February to early May.

Submission guidelines:

- Submit a clean, white **original copy and an electronic copy** (Word file) of the self-study to the Office of Periodic Program Review. *Do not hole-punch, bind, or staple the original.* Use colored pieces of paper to indicate any section dividers and identify the section names.
- The self-study should address the ten key areas outlined in the University Policy on Periodic Program Review (02.60.11): 1) Vision and Mission; 2) Strategic Direction; 3) Faculty; 4) Commitment to Diversity; 5) Curriculum; 6) Assessment Methods; 7) Student Qualifications and Performance; 8) Identification of Benchmarks; 9) Relationship of Size and Resources; 10) Overall functioning of the unit.
- Submit a CD-rom with updated copies of faculty CVs and other appendices you wish to provide electronically.
- The self-study report should include a *table of contents*. In addition, include the following information in either an introductory section or as appendices:
 - A list of authors or contributors to the report and their ranks or titles
 - List of department faculty
 - List of faculty committees within the department / school
 - Data report provided by the Office of Policy Planning and Analysis (include as an Appendix-paper copy).
- Provide 5 copies of any non-photocopy ready materials (brochures, posters, bound reports).

Note: In addition to the academic unit's self-study, each visiting team member will receive a "University Perspective" piece on issues associated with the program review. The perspectives document will be written by the Provost or Provost's designee, in consultation with the Dean of the unit under review. The purpose of this document is to raise issues from a University perspective and to introduce the review team to matters that will be discussed by the Provost or Dean during the site visit.

Please direct any questions about the Periodic Program Review Policy, the self-study document, or the review timeline to Dr. Jodi Levine Laufgraben, (215) 204-7423 or jodih@temple.edu.