



OFFICE OF PERIODIC PROGRAM REVIEW

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Template for Preparing the Plan for Improvement

The head of the academic unit under review is responsible for developing the preliminary draft of the Plan for Improvement in consultation with the Dean and the appropriate University academic officers. The Plan should be based on the recommendations of the external reviewers and on conversations with the Dean and Provost following the external review. The Plan should also be responsive to the strengths and weaknesses identified by the external reviewers, and shall include recommendations that are realistic and able to be monitored. The Plan should outline specific actions the academic unit will take to improve its quality and performance in the areas of curriculum and instruction, scholarship or creative work, and service. The major recommendations and their impact should be clearly identified, with a rationale.

Each plan should be submitted to the Office of the Deputy Provost with a cover letter from the Dean endorsing the plan and reinforcing the areas for improvement and next steps.

The following template is a suggested format for organizing a plan for improvement.

- I. Response to recommendations provided in the report of the external review team. Where possible and appropriate, organize response to follow the layers of recommendations:
 - a. Without the allocation of additional resources
 - b. With a one-time allocation of additional internal funding
 - c. With additional steps that might be taken if the Program itself is able to generate additional resources through external funding
 - d. With additional allocations from the University to the continuing resource base of the program.
- II. Additional discussion of the strengths and weaknesses identified by the external reviewers; may include one or more of the following areas: vision and mission, strategic direction, faculty, commitment to diversity, curriculum, assessment, qualifications and performance of students, identification of benchmarks, relationship of size and resources, and overall functioning of the unit.
- III. Other areas identified by the academic unit, Dean, and appropriate University Officers for improvement.
- IV. Timeline for implementing improvements.