



**University of Central Florida  
2016-17 Academic Program Review  
Department Self-study**

Department:	
Department Chair/Director Name:	
Chair/Director Email:	
Chair/Director Phone Number:	

Instructions: Please respond to each of the following items, providing interpretations, self-assessment and reflection where appropriate. Please limit your responses to a maximum of 25 pages. Most reports will be around 15 pages.

**SECT. 1. DEPARTMENT OVERVIEW**

1.1 Provide a brief history of the department and the evolution of its program(s).

1.2 Describe the department's 3-4 strongest academic areas with regard to teaching, research, and creative activity.

1.3 Provide the following:

a. department mission

*(a comprehensive statement that describes the purpose of the department including its main functions, activities, and stakeholders)*

b. department vision

*(a short description of what the department expects to look like when it reaches its full potential)*

c. department goals (including teaching, research, and service goals)  
*(department targets or directions of development that will help accomplish the mission and achieve the vision)*

1.4 Discuss how the department supports the following:

a. UCF Goals

(see <http://president.ucf.edu/documents/MissionVisionGoalsNov242009.pdf>)

b. State University System of Florida goals

(see <http://www.flbog.edu/pressroom/strategicplan.php>)

1.5 If needed, please use the space below to discuss any characteristics of the department (e.g., organizational structure) not discussed above that influence implementation of the program(s) under review.

## **SECT. 2. PARTNERSHIPS**

2.1 List each of the department's primary external partnerships (include name of partner organization) and describe the nature of the relationship as well as how the relationship impacts the program(s) under review.

2.2 If the department is associated with a UCF center or institute or plans to be associated with a UCF center or institute, describe the nature and extent of the relationship as well as how the relationship impacts the program(s) under review.



**SECT. 3. BENCHMARKING**

3.1 If applicable, identify entities within your field that provide discipline-specific benchmarking tools and describe the tool(s) (provide appropriate hyperlinks to the source if available).



3.2 Describe any benchmarking efforts currently used by the department and the primary results obtained since 2011. If you have identified universities, departments, or programs to benchmark against, list them and note why each was chosen (e.g., peers, aspirational peers, departments with best practices in the field).



**SECT. 4. FACULTY ACTIVITY AND QUALITY**

4.1 Describe the typical teaching load for full-time faculty members who contribute to the program(s) under review and note differences based on tenure status or other relevant factors (e.g., 3-2 course load for tenure track faculty members).



4.2 Describe **significant** professional service activities since 2011 of the faculty members who contribute to the program(s) under review in the following categories:

a. central Florida community (e.g., K-12 service, voluntary speaking engagements on area of academic expertise)



b. State of Florida (e.g., state-level committees or task forces)



c. national and international arena (e.g., editorial boards of professional journals, professional society officers, advisory boards)

[Redacted area]

4.3 List national or international awards or other evidence of noteworthy recognition received during the review period by faculty members who contribute to the program(s) under review.

[Redacted area]

4.4 (Optional) List any other exceptional faculty member accomplishments that are not mentioned above.

[Redacted area]

4.5 Complete the *Contributing Faculty Activity* worksheet provided by Academic Affairs.

**SECT. 5. RESOURCES AND SUPPORT SERVICES**

5.1 Reflect on the adequacy of the department's E&G budget over the last 4 fiscal years, including salary and expense, to meet the needs of the program(s) under review. (*Budget figures to be provided by Academic Affairs*).

[Redacted area]

5.2 If applicable, describe any special tuition (e.g., cost recovery, market rate) and student fees collected by the programs under review.

[Redacted area]

5.3 If applicable, discuss other (non-E&G) sources of funds to support the program(s) under review.

[Redacted area]

5.4 If applicable, discuss special instructional delivery requirements (e.g., individualized instruction, lab assistance, and faculty travel to other sites) for the program(s) under review.

[Redacted]

5.5 Discuss the quality and adequacy of the following resources to support the program(s) under review.

a. faculty

(1) overall faculty quality

[Redacted]

(2) faculty mix (full-time vs. adjunct; academic ranks and tenure status; areas of expertise)

[Redacted]

(3) department and program faculty attrition over past three years (2012-13 – present); include the following attrition figures

# Not Tenured	# Retired	# Resigned	# Other

*Comments (optional):*

[Redacted]

(4) address department's current number of faculty member positions and current actions or plans to maintain or increase the number of positions; include description of start-up package(s), if appropriate

[Redacted]

b. staff (consider turnover, if appropriate)

[Redacted]

c. instructional space (lecture, seminar, laboratory, specialized)

[Redacted]

d. research laboratory and/or studio facilities

[Redacted]

e. research laboratory and/or studio equipment

[Redacted]

f. office space (faculty, administrative, student)

[Redacted]

g. meeting space (e.g., for faculty, students, clubs, organizations)

[Redacted]

h. computer resources (including computer lab space)

[Redacted]

i. library resources

[Redacted]

j. other program resources

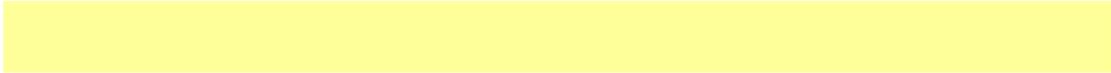
[Redacted]

5.6 If applicable to the program(s) under review, report the number of graduate teaching and research assistantships during the 2015-16 year. In your response, include the number of hours each GTA and GRA is expected to work and the associated stipend(s). For GTAs, indicate their typical load (e.g., teach (or assist with) one undergraduate

course per term). Also discuss the general adequacy of GTA and GRA support as it pertains to the program(s) and unit under review.



- 5.7 If applicable, describe formal and informal faculty mentoring activities employed in your unit and comment on the impact of such activities.



- 5.8 Discuss any unmet resource needs with regard to the program(s) under review that were not identified previously in the self-study.



**Sect. 6 OTHER**

(Optional) Use the space below to provide any other information not shared elsewhere in the department or program self-studies that is important for informing assessments of the programs under review in your unit.

