



**Academic Program Review (APR) Class of 2018-19
Department/Unit Self-study Report Template**

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

Department/Unit Overview

Supplemental Information to Inform Reflection

- college and department/unit strategic plans, when applicable
- most recent specialized accreditation or certification results and recommendations, if applicable
- summary of department/unit programming available online and at locations off the main Orlando campus
- *Contributing Faculty Activity Worksheet* completed by the department for the review (numeric summary of scholarly/creative works and UG and grad teaching activity by faculty member)
- department/unit faculty workload policy
- department/unit faculty annual evaluation standards and procedures
- department/unit (or college) promotion and tenure criteria
- department/unit minimum teaching qualifications statement (Discipline Description)
- current faculty CVs
- distribution of instruction (by SCH and section)
 - by faculty type (full-time versus part-time) and
 - by faculty with and without a terminal degree in the field (undergraduate only)
- benchmarking reports using Academic Analytics, if available
- average 9-month faculty salaries by faculty rank (by department and college)
- overview of [Faculty Cluster Initiative](#)

1. Provide hyperlinks to the department/unit and college strategic plans if posted on a website. Alternatively, provide available documents to Academic Program Quality.

2. Provide a clear organizational chart that includes, at minimum, department/unit and program leadership and all staff members. Please submit along with the self-study documents.
3. Describe the department/unit’s 3-4 strongest academic areas with regard to teaching, research, and creative activity.

4. List any ranked programs in the department/unit. If applicable, identify the most recent program rank, source, and year. (*Optional: Report prior years' rankings*)

5. Describe any distinctive attributes of the department/unit (e.g., niche areas covered, populations served, unique industry needs addressed).

6. Identify each program in the department/unit that holds or is in the process of seeking specialized accreditation. When applicable, note the name of the specialized accreditor and **complete the [Summary of Specialized Accreditation Findings supplement](#)**. If a program is eligible for specialized accreditation but does not have and is not seeking accredited status, please provide the rationale supporting the decision.

Please enter 'not applicable' in the box below if this does not apply to any programs in the department/Unit.

7. If applicable, identify other UCF programs outside your department/unit that are supported by your courses, including the General Education Program.

8. Briefly describe the typical teaching load for tenured and tenure-earning faculty members in the department/unit.

9. Reflect on program faculty retention, mentoring, and advancement.

10. Complete the following self-study supplements:
 - a. Contributing Faculty Activity Worksheet (distributed separately)
 - b. [Summary of Noteworthy Awards and Achievements](#)
 - c. [Summary of Faculty Member Professional Service Activities](#)

Other Resources and Support Services

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

12. Complete the table below to describe current support staff member resources within the department/Unit (insert rows as needed):

Position type (e.g., advisor, coordinator, office manager)	Filled		Vacant		Notes (e.g., programs supported)
	HC*	FTE	HC*	FTE	

*Headcount

Comments (optional):

13. Describe each of the following resources available to the programs under review, as applicable:

- a. specialized instructional space

- b. research laboratory and/or studio facilities

- c. research laboratory and/or studio equipment

14. Provide a summary of discipline-specific library holdings and other learning resources available to support the programs under review.

15. Please rate both the quality and adequacy of the following resources and support services as exemplary, appropriate, or needing improvement to effectively support academic program goals and objectives.

	Quality				Adequacy			Not Applicable
	Exemplary	Appropriate	Needs Improvement		Exemplary	Appropriate	Needs Improvement	
instructional space (lecture, seminar, laboratory, specialized)								
research laboratory and/or studio facilities								
research laboratory and/or studio equipment								
research administration infrastructure								
office space (faculty, administrative, student)								
meeting space (e.g., for faculty, students, clubs, organizations)								
computer resources (including computer lab space)								
library holdings								
library support services								
other program resources								

In the space provided below, please elaborate on any items in the table above identified as exemplary or needing improvement. Additional comments are optional.

16. Discuss any unmet resource needs with regard to the program(s) under review that were not identified previously in the self-study or that require further explanation. Note that reflection on faculty capacity to meet program goals is addressed in the program self-study.

