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 (available on Google Drive)
- 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
- benchmarking reports using Academic Analytics, if available (units with PhD programs only)
- 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. Describe the department/unit’s 3-4 strongest academic areas with regard to teaching, research, and creative activity.

3. List any ranked programs in the department/unit. If applicable, identify the most recent program rank, source, and year. (Optional: Report prior years’ rankings)
4. Describe any distinctive attributes of the department/unit (e.g., niche areas covered, populations served, unique industry needs addressed).

5. 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. 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.

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

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

8. Reflect on faculty retention, mentoring, and advancement as well as any impact on the programs under review.

9. Complete the following self-study supplements located on the Google Drive:
   a. Contributing Faculty Activity Worksheet
   b. Summary of Noteworthy Awards and Achievements
   c. Summary of Faculty Member Professional Service Activities
10. 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.

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

<table>
<thead>
<tr>
<th>Position type (e.g., advisor, coordinator, administrative assistant)</th>
<th>Filled</th>
<th>Vacant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HC*</td>
<td>FTE</td>
</tr>
<tr>
<td></td>
<td>HC*</td>
<td>FTE</td>
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</tbody>
</table>

*Headcount

Comments (optional):

12. 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

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

<table>
<thead>
<tr>
<th>Quality</th>
<th>Adequacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exemplary</td>
<td>Appropriate</td>
</tr>
</tbody>
</table>

- 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

15. 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.