



## SBS GUIDELINES FOR ACADEMIC PROGRAM REVIEW SELF-STUDY

This document was crafted to share suggestions and recommendations for preparing the Self-Study component of Academic Program Reviews, and to clarify Honoraria for the Joint Internal/External Review Committee. The recommendations in this document were compiled from feedback from leaders of units that recently completed APRs as well as perspectives from the SBS Dean's office. While some of these recommendations may seem self-evident, others may prove particularly helpful depending on unit culture and APR history.

### SETTING THE STAGE

Aim to let your self-study present a **candid** but **strategic** assessment that is forward-looking and that lets reviewers contribute insights and perspectives to help meet your goals.

Among the most important components to assess and then communicate within the document:

- Where your field is going in terms of existing and emerging research domains, technologies, methods, theories, and partnerships.
- Where your unit is in terms of faculty demographics, and where – five to seven years from now – you would like your unit to be.
- Identifying where are you best positioned to make an impact in terms of subfields, methods, and theories – both in your discipline and within the institution, particularly in light of UA strengths and strategic priorities.

### GATHERING DATA

- **Start with an "inventory assessment."** As early as possible, ideally the academic year *prior to* beginning the review, know what you have and what might need created or updated:
  - Data and profiles that speak to quality (research productivity, student placement, other measures)
  - Strategic plan/strategic vision (if available)
  - Learning assessment materials, including on the UA's assessment website
  - Graduate handbook
  - Updated bylaws and criteria for personnel reviews
  - Unit website (accuracy, currency, legibility)
  - Unit assessment page on the UA assessment site (these *must* be updated annually based on ongoing annual assessments of your degrees)
- **Know the best sources of data**
  - The APR management team webpage is continually updated through the UA's Office of Academic Affairs: <http://academicaffairs.arizona.edu/apr-management-team>
  - UAccess Analytics has a dashboard specifically built for APRs. The college will give appropriate access to whoever compiles the Self-Study. (The access, if not needed for regular use, will be removed at the completion of the report.)



## GATHERING DATA, Con't

- **Know the best sources of data, con't**
  - Taskstream is the Accountability Management Software (AMS) for program outcome assessment and provides customizable mapping for outcomes, activities, and assessments.
    - OIA will give website access to your unit's assessment coordinator (<https://login.taskstream.com/signon>)
    - Units should transfer assessment criteria from the previous program ([http://assessment.arizona.edu/academic\\_degree\\_programs](http://assessment.arizona.edu/academic_degree_programs)) to Taskstream in anticipation of the APR. OAI offers monthly Taskstream AMS user workshops or you can arrange an off-cycle training with November Prentiss in the SBS Dean's Office.
- **Assign point persons based on what is missing**
  - *Department head* should typically facilitate strategic plan/vision conversations and materials if those do not already exist in the unit.
  - *APR Committee Chair* is often best for production of the report, delegation of discrete tasks, editing for clarity or length, ensuring font consistency, etc.
  - *Business office/manager* for financials.
  - *DUS and DGS* for data collection (and assessment relative to vision) in their respective areas.
  - *Administrative support person* for logistics associated with the APR process (e.g., booking plane tickets, hotel rooms, restaurant reservations, copies of the self-study, setting up meeting schedules, processing reimbursements). Some units also assign the administrative support person additional work in organizing/preparing the document.

## OTHER RECOMMENDATIONS

- **On the APR template:** The APR manual includes instructions for producing the self-study that may not readily accommodate all that you'd like to say about the unit. *Feel free to add information that you feel is particularly relevant as it relates to your vision and the impact you are making or have plans to make in the field or in the University.*
- **On the site visit:** The APR manual includes an "Academic Program Review Sample Itinerary." Consider allotting more time than is on the template for the unit Head/Director to meet with the committee.
- **On process:** It may be helpful to clearly differentiate between assignments that are **task-oriented** (gathering data) and **reflection-oriented** (assessment and commentary relative to unit vision).



### ABOUT EXPENSES AND HONORARIA FOR THE JOINT INTERNAL-EXTERNAL COMMITTEE

SBS provides the following:

- \$5,000 for any APR related expenses (mostly travel). While amount is "up to" (and therefore any unused funds should be returned), we note that expenses are almost always this much or more.
- \$1,000 Honoraria to the three external reviewers on the Joint Internal-External Committee (\$3,000 total).
- \$1,000 Honoraria the two community members on the Joint Internal-External Committee (\$2,000 total).
- Please note that there is no Honoraria given to internal members of the Internal-External Committee, as the work is part of the service expectation of their workload assignment.

To avoid any conflict of interest, all Honoraria are paid from the college as opposed to the unit.

### A VIEW FROM THE DEAN'S OFFICE

- Ensure that the document reflects the **planning** and **vision** that emerge when faculty come together to consider the future.
- Avoid **repetition**, which can be mitigated by judicious use of data in some areas when more robust data of the same type are expected later in the doc.
- Watch for inadvertent changes in '**voice**' (and font), as might happen if different members of the self-study group complete different sections of the document.
- Utilize members of the SBS Dean's office if/as needed to ensure data accuracy.
- Recognize that a common genre of APR self-studies is the "complaint" document that lays out the case against the College or University, and follows this with an ask for more resources. We discourage this approach as unoriginal, unhelpful, and lacking vision.

**NOTE:** The SBS Dean's office will review the final self-study before it is distributed; please allow three weeks for the report to route through the office.

For questions about this document, please contact Associate Dean of Faculty Affairs & Inclusion Monica J. Casper at [mjcasper@email.arizona.edu](mailto:mjcasper@email.arizona.edu) or at 520-621-1112.