

The UWSP Department Review Self Study Report

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As a component of the department review process, each department's self study should consist of a self study that has the following 5 main sections. Departments that undergo professional accreditation may use their most recent accreditation self-studies with the agency reports as the basis for their Self-Study Reports. The department must augment the accreditation report to include the content of this section. Questions regarding completeness of each response should be directed to the chair of the UWSP Department Review Committee.

1. **The Narrative.** In this section, typically **10-12 pages double-spaced**, the department under review presents information addressing the following areas. As appropriate, sections 2 through 5 may also be referenced in this section.
 - The mission and values statement(s) of the department, if such statements have been formally adopted by the department
 - An analysis of how the department advances the mission and values of the college and the university
 - Review of successes in accomplishing goals identified during the previous department review
 - Discussion of assessment results (from section 5 below) and their implications for the department, including a self-evaluation of strengths and challenges
 - A discussion of the academic reputation of the department among its peers
 - A brief statement about the strengths of the faculty in the department
 - A brief statement about the success of the students after graduation
 - An analysis of trends as they pertain to the academic program(s) over the 10-year period
 - Goals and plans for the next 10 years
 - Evidence of faculty and staff participation in the department review process, including departmental minutes related to the formal acceptance of the Self-Study Report

2. **Department-Specific Information**
 - A list or table of personnel in the department during the review period that provides the following information:
 - Classified Staff: title and dates of hire and departure, as appropriate

- Faculty and Academic Staff: title with rank; dates of hire and departure, as appropriate; all promotions, tenure, or indefinite appointments; area(s) of teaching responsibility, scholarship, and service (as appropriate)
- A list or table of student research, creative projects, or other student accomplishments, including a descriptive title, dates, and the faculty or staff member who supervised each project
- A statement addressing the adequacy of physical facilities: classroom or lab space, equipment, library resources, etc.
- Discussions and/or lists of contributions to:
 - The General Education Program
 - Graduate education, if applicable
 - Diversity education, including course offerings, curricular requirements, and/or recruiting efforts and accomplishments
- Other significant information about the department

3. Evaluation of Academic Advising

- An explanation of the structure and process of advising within the department.
- Assessment results that give evidence of the effectiveness of advising.
- Suggested improvements to advising that stem from assessment results.

4. The Department Planning Profile

- Provided to departments by the UWSP Office of Policy Analysis and Planning.
- Includes data on enrollment, credit production, resources, degrees granted, and other variables as approved by the Department Review Subcommittee in consultation with the Office of Policy Analysis and Planning.

5. Assessment Reports from the 10-Year Period Under Review