

ACADEMIC AND/OR TEACHING UNIT REVIEW GUIDELINES FOR APPENDICES

The appendices should be submitted electronically or on a storage device (DVD, thumb drive, etc.) The data collected in coordination with the Office of Institutional Research and Assessment are indicated in italics.

A. Appendices for Overview

1. Organizational chart of the academic and/or teaching unit
2. Any documents that would address the governance of the academic and/or teaching unit (e.g., program bylaws, decision making authority and voting rights in the unit, etc.)
3. Academic and/or teaching unit mission, goals, and strategic plan (as applicable)
4. *Benchmarking and other comparison information and data*
5. *Relevant data for unit “snapshot”*

For the following sections, all data included should cover a period of the past seven years, if available.

B. Appendices for Faculty

1. List of tenure-line faculty by rank, tenure status, gender, ethnicity, and major areas of expertise
2. List of multi-year term and in-residence faculty by rank, gender, ethnicity, and areas of expertise (1 and 2 may be combined and marked appropriately)
3. *A table of the total number of tenure-line, full-time, and adjunct faculty over time*
4. New faculty hired within the past seven years and their current status
5. Tenure-line faculty who have left the university
6. *List of faculty instructional workload*
7. List faculty publications, creative works, patents, and other scholarly activities (the faculty vitae may substitute for this information)
8. Sources of faculty support to include PI, percentage of effort, and funding received
9. Sponsored activity, including the number of proposals submitted, the total dollar value of the submissions, the number of awards, and the dollar value of the awards
10. Highlights of faculty awards, honors, and recognitions
11. Highlights of significant faculty service to the college/school, university, or external communities on behalf of the university
12. Attach copies of abbreviated vitae for all current tenure-line, in-residence, and multi-year term faculty
13. Diversity and inclusion pertaining to faculty development

C. Appendices for Educational Programs – Undergraduate Education

1. *Student majors (primary and secondary), minors, and other enrollments over the past seven years shown in a table*
2. *Student majors by race, gender, and ethnicity over the past seven years shown in a table.*
3. *Retention and graduation rates for undergraduate majors for both “native” and transfer students over the past seven years shown in a table*
4. *Undergraduate degree productivity (degrees conferred for primary majors) over the past seven years*

5. *Information, as available, of student experiences as evidenced in the most recent university surveys such as NSSE, Campus Climate, and Graduation Census*
6. Evidence of student success, including awards, merit scholarships, honors, graduate school outcomes, and employment outcomes, if available
7. Description and curriculum for each undergraduate academic program housed in the unit
8. Undergraduate learning outcomes assessment plans and reports for each undergraduate program housed in the unit
9. List of all General Education, University Honors, and University College courses offered by the unit, as applicable
10. Sample listing of primarily undergraduate co-curricular activities or events sponsored by the unit (lectures, readings, performances, etc.)

D. Appendices for Educational Programs: Graduate Education

1. *Numbers of post-baccalaureate, masters, and doctoral enrollments of full- and part-time students over the past seven years shown in a table*
2. *Number of enrolled students by race, gender, and ethnicity over the past seven years shown in a table*
3. *Statistics on graduate student applicants, admissions, and matriculations over the past seven years, shown in a table*
4. *Retention and time to degree for master's and doctoral students over the past seven years, shown in a table*
5. *Information, as available, of student experiences as evidenced in the most university surveys such as NSSE, Campus Climate, and Graduation Census*
6. Evidence of student success, including awards, fellowships, honors, publications, performances, placements, etc.
7. Graduate learning outcomes assessment plans and reports for each graduate program housed in the unit
8. Titles of master's theses and PhD titles and abstracts
9. Description and curriculum for each graduate program housed in the unit
10. Sample listing of primarily graduate co-curricular activities or events sponsored by the unit (lectures, readings, performances, etc.)

E. Appendices for facilities and staff

1. Inventory of unit's facilities and spaces
2. List of professional and support staff with major job functions and areas of expertise

Revised October 2018