

Western Illinois University

Academic Unit/Center Reviews: 2011 – 2012

Purpose

The periodic review of academic units/centers serves several purposes including the evaluation of quality and the improvement of center performance. The review process will be determined by the individual academic center in concert with the appropriate administrator, and will follow the general guidelines set forth by the IBHE.

The review should provide a candid assessment of strengths and weaknesses. The key element of the review is the identification of actions for improvement. The review process should be broadly participatory involving all relevant constituents.

Review Components

While the individual units/centers are responsible for developing their own review procedures, it is expected that the review process will minimally include a **self-study**, which is both descriptive and evaluative.

Elements of the self-study should include, but are not limited to, the following:

1. Comprehensive description of the unit/center
 - a. Mission of the unit/center
 - b. Centrality to the mission of the University
 - c. Programs/services offered
 - d. Outstanding characteristics of the unit/center
 - e. Facilities overview
 - f. Relevant contextual information, both internally and externally
 - g. Resources necessary for the unit/center
 - h. Budget and planning processes
2. Response to previous recommendations. Discuss actions taken addressing the previous review recommendations.
3. Major Findings: Strengths identified from the review process. Weaknesses identified from the review process. Should include multiple performance measures (feedback from key stakeholders) that reflect the effectiveness and/or success of the unit/center
4. Recommendations and action plans: Recommendations identified from the review process. Should include unit/center initiatives and action plans for the next three to five years to meet recommendations.

IBHE Review Summary Format (to be submitted with the Self-Study)

- **April/May:** Unit/Center submits (electronically in Microsoft Word) to Dean
- **June 5:** Dean submits (electronically in Microsoft Word) to Associate Provost for Undergraduate and Graduate Studies

By April/May (date to be determined by the dean), the unit/center will submit the Self-Study and the IBHE Review Summary to its dean. The IBHE Review Summary should consist entirely of concise statements in bullet form describing:

- 1. Description and evaluation of any major changes in the unit/center [e.g., (a) changes in the overall field; (b) demand for services; (c) societal need; (d) institutional context for supporting the unit; (e) other elements appropriate to the center in question; and (f) other].**
- 2. Description of actions taken since the last review.**
- 3. Description of major findings (strengths and weaknesses) and recommendations.**
- 4. Description of actions to be taken as a result of this review.**

Report Length: 2-3 pages.