



ACADEMIC PROGRAM REVIEW
SELF-STUDY TEMPLATE
2022-2023

DEPARTMENT OR PROGRAM NAME

UNIVERSITY OF NORTH TEXAS

SELF-STUDY NARRATIVE

Use this form to guide the self-study narrative. If the department has significantly different programs, use a separate form for each program. Use a single form for programs with similar CIP codes. Depending on the complexity of your department and programs, a self-study should be between 20 and 40 pages. Rather than copying and pasting large sections of text (from catalogs, etc.), provide a link to the relevant information or copy the information into a separate document and University Accreditation will link it in the final version of the self-study. Return the self-study as a Word document.

The self-study presents a comprehensive assessment of the academic unit's undergraduate and graduate degree offerings, within the parameters of its stated mission, goals, and objectives, and its position within the history of the discipline (past, present, projected), as well as in relation to its peer institutions and research centers. The self-study also provides an opportunity for the program to reassess itself, restating or modifying its mission, the consequent goals and objectives. The external reviewers will be charged to assess whether the stated mission is realistic and feasible, and whether it meets the needs of the profession for both scholarship and research. The standard timeframe of the data included in the self-study is the past five years unless otherwise stated. The self-study must be completed and submitted by **January 15, 2023**.

1. List the programs included in this narrative:
2. Department history, mission, vision and goals: Provide a brief history of the department and its programs. State the department's mission and vision. Include the goals of the department and how they align with UNT's [strategic plan](#).
3. Department structure, programs, and strategic focus: Provide an organization chart as an appendix. List departmental roles (Assistant Chair, Program Director, etc., if applicable) and their responsibilities. Describe any policies that guide the department's operations. If the department/program has an advisory board, discuss its role and list the members.
4. Program Curriculum: Provide degree requirements, course offerings and scheduling. Discuss concentrations, areas of emphasis, tracks, and certificates if applicable. Discuss any online or off-site course offerings (why, where, when). Provide a list of student learning outcomes for **each** program (what your students should know by the time they graduate) and describe how they are assessed. The Improve IE reports will be included as an appendix. Provide a syllabus for all required courses and a sample of syllabi for non-required courses for each program in an appendix.

5. Partnerships: Describe the department's relationship to any centers and institutes, both internal and external, as applicable. Describe the department's interdisciplinary activities. Include any community and professional service provided by the department

6. Peer comparison: List 3 current peers and 3 aspirational peers. Address how each program compares to peers (curriculum and length).

7. Faculty: Provide a current list of faculty and their roles. Describe the hiring, mentoring and retention of faculty. Discuss the department's policies on teaching, including distribution of course load, advising, and teaching evaluation. State the program's goals and policies for faculty advising/mentoring of graduate students, undergraduate majors and minors, and postdoctoral fellows, and describe how this is accomplished. Describe the department's efforts to recognize meritorious faculty. List any faculty awards received. Describe the department's evaluation process for both full-time faculty and part-time faculty (adjuncts and TFs). Include promotion and tenure guidelines and annual performance guidelines as appendices.

8. Faculty Productivity: Provide a summary of faculty research, and scholarly or creative efforts over the last five years. Include any grant and patent information. University Accreditation will include an FIS report that includes faculty qualifications, publications, & external grants

9. Service: Provide a summary of faculty service and administrative responsibilities.

10. Student Success: Describe any student success measures you use for each program. Include information about licensure rates if applicable. Provide placement information if applicable. List undergraduate and graduate information separately. Provide any student support services offered by your department. Describe alumni activities and tracking of graduates. Graduating Student Survey Data and SPOT summary results will be included as appendices.

11. Student Publications/Presentations/awards: Provide a description of student research and/or creative activity (outside of course assignments). Include information about student awards and grants, as appropriate. List undergraduate and graduate separately. Address the opportunities graduate students have for active engagement with the research/creative scholarship of the discipline.

12. Facilities and other Resources: Describe the department's resources. Include resources used for staff, program administration, and faculty/staff development. Describe any facilities the department uses or controls. Describe the adequacy of the current space, including program equipment. A copy of the library's assessment of resources for the department will be included as an appendix.

13. Program finances and budget: Describe sources of financial support that aid the mission and goals of the unit. Discuss the annual budget, including both revenue and expenditure. Include any budget requests made over the last 3-5 years, and describe how they align with UNT's strategic plan. Quantify resources (direct, indirect, faculty time, etc.) that are linked to strategic priorities, such as retention. How much does the department rely on centrally budgeted funds; gifts; grants/indirect costs; instructional fees; other fees? What are the possibilities for generating new revenue? Describe any fundraising efforts or plans.

14. Review of Last APR: State the date of the last APR. Discuss major findings of the last APR. Describe any changes made as a result of the last APR. Discuss, as applicable, suggested changes that were recommended by the review team, but not made.

15. Discipline Accreditation: Describe discipline accreditation if applicable. State the date of the last review and include the results. If the program does not have a discipline accreditation, does the program have plans to pursue discipline accreditation in the future? If yes, please elaborate.

16. Reflection: Describe any new (emerging) offerings within the programs. Discuss the strengths, opportunities, weaknesses and threats (SWOT) for each program.

Required Appendices

1. Organization Chart (Department provides)
2. Copy of syllabi for required courses by program (Department provides)
 - a. If there are no required courses, provide a sample of syllabi for each program
3. Improve IE Reports for each program (UA provides)
4. THECB required grad program information (Department provides via a template)
5. Faculty CV (UA provides from FIS- Be sure faculty have updated CV in FIS by 1/15/2023)
6. SPOT summary results (UA provides)
7. Promotion and Tenure Guidelines (Department provides)
8. Annual Performance Guidelines (Department provides)
9. DAIR Demographic Data (UA provides via DAIR)
10. Graduating Student Survey Responses for the department (UA provides)
11. Library Assessment (UA provides via UNT Libraries)
12. Prior APR Summary (UA provides if available)