

DEPARTMENT SELF-STUDY REPORT GUIDELINES

Please limit your Department Self-Study Report to 10 single-spaced pages (excluding tables).

SECTION 1: ANALYSIS OF PAST REVIEWS

- Describe the key strengths and weaknesses cited by the external review committee with respect to the Department's undergraduate and graduate programs, respectively, the steps take to respond to the last review's recommendations, and other changes that have happened in the department.

SECTION 2: ANALYSIS OF CURRENT PROGRAMS

Overview of Department

- Provide a description of the department, its degree programs, disciplinary specialties, and its formal interactions with other Departments and/or other units on campus.
- Provide a list of all full-time faculty organized alphabetically by rank.
- Describe the department's faculty recruitment and retention efforts.
- Describe the academic oversight structure of each academic program within the department.
- Comment on the department's operating budget, staffing, and space/facilities/equipment.
- Describe the department policy on teaching workload for formal graduate and undergraduate courses, course release policies for research and administrative service.
- Comment on the strengths of the department's research programs relative to the top national research programs in the discipline/field.

Undergraduate Program(s)

- Describe and evaluate the department's efforts and initiatives with respect to the recruitment and retention of high quality undergraduate students, underrepresented minorities, and transfer students (from other institutions and other Schools at UCI).
- Comment on the number of departmental majors and minors.
- Describe the criteria for admission into the department major(s) for freshman and transfer students (from other institutions and other Schools at UCI).
- Provide an overview of the department's undergraduate program(s), curriculum, and degree requirements. Include a sample 4-year course plan.
- Comment on the undergraduate class-size statistics, the percentage of undergraduate courses taught by year by regular rank faculty, and the ratio of teaching assistants to student enrollments.
- Comment on the average time to degree for the department's undergraduate students, and any efforts that have been taken to reduce time to degree.
- Comment on the undergraduate student survey data about student satisfaction and perceived department strengths and weaknesses.
- Comment on the department's professional socialization efforts for undergraduate students. List prestigious awards and/or achievements by your undergraduate students.
- Describe the department's contribution to the education of UCI students not majoring in the department.
- Comment on department's efforts with respect to prospective job and educational opportunities for your undergraduate majors

Graduate Program(s)

- Describe and evaluate the Department's efforts and initiatives with respect to the recruitment and retention of outstanding graduate students and underrepresented minorities.
- Provide an overview of the Department's graduate program(s), curriculum, and degree requirements. Include a sample course plan for each program.
- Comment on the graduate class-size statistics and percentage of graduate courses taught by regular rank faculty.
- Comment on the data regarding time to degree, and any efforts made by the department since the last review to improve time to degree for its graduate students.
- Comment on your department's success in providing adequate student support for the doctoral students.
- Comment on the graduate student survey data about student satisfaction and perceived department strengths and weaknesses.
- Describe the department's professional socialization efforts for graduate students and its efforts to improve/monitor faculty mentoring quality.
- Comment on the department's success in placing its graduates in appropriate professional settings and academic institutions.

SECTION 3: STRATEGIC PLAN FOR THE FUTURE

- Evaluate the current strengths and weaknesses of the department, how the research and teaching programs can be improved, and highlight the department's top three priorities.
- Describe the department's strategic plan, the degree to which it reflects emerging trends in your field, and its alignment with the School's strategic plan.