

## Appendix 1: Points for Inclusion in the Self-Study Narrative

**Note: the narrative portion of the report should not exceed 20 pages.** The self-study may vary in outline and format, but should include the information requested in these guidelines, as applicable, and address any additional questions raised in the scope of review agreement.

### Self-Study Expectations

The self-study report should:

- Begin with a succinct, 1-2 page executive summary that allows readers to become acquainted with the key issues presented in the full report;
- Include a frank discussion of the unit’s strengths, weaknesses, opportunities, and threats;
- Serve as an introduction to the unit, its faculty, students, programs, and current strategic direction, presenting a concise and reflective overview of the unit’s mission, activities and performance, and future direction;
- Articulate the mission of the unit and, in the context of describing its future direction, outline its aspirational goals (e.g.: rank in the top 10% of doctoral programs in the field within 10 years);
- Compile data, as appropriate; provide supplemental information where needed;
- Present any extensive lists and data tables within an appendix, not the narrative; however, only do so if this data is explicitly referred to in the narrative;
- Present relevant background and/or address the unit’s perspective on the unique questions outlined in the “Agreement on the Scope of Review.”

#### I. Executive Summary

Provide a brief description of the goals and mission of the program, the program’s current status, and its plan for improvement.

#### II. Overview

1. Provide an introduction to the contemporary issues in the academic discipline or field; how does the unit engage in the critical issues?
2. Outline the current academic/intellectual/artistic profile of the unit and how its profile compares to other programs in the field.
3. Identify peer and aspirant peer programs and describe what distinguishes the unit from its peers nationally and internationally.
4. Provide a description of how the program/unit is responsive to goals outlined in the University’s strategic plan.

### **III. Assessment of Quality**

1. Outline the current academic stature of the program(s) including national rankings and metrics of excellence.
2. Analyze the quality and diversity of students including reference to intake and outcome measures.
3. Describe the stature and diversity of faculty, including recent achievements, awards, research strengths, sponsored research support, patents, performances, and service.
4. Describe the unit's history of faculty recruitment and retention and the structures that are in place for faculty mentoring and development.
5. Evaluate the quality and effectiveness of educational programs relative to goals and stated learning outcomes; provide evidence of student learning and analyze the quality of teaching.
6. As appropriate and relevant, describe how the unit contributes to interdisciplinary research and teaching in collaboration with other units at BU and/or elsewhere.
7. Outline the unit's comparative strengths, distinctiveness, and weaknesses.

### **IV. Scope of Review Questions**

Present relevant background and/or address the unit's perspective on the specific unique questions outlined in the "Agreement on the Scope of Review."

### **V. Plan for Improvement**

1. List core objectives and priorities as part of a plan for improvement over the next five years, assuming no new resources; clearly identify the sequence of actions to be taken within the timeline. (You may also discuss how you might expand or alter your resources with additional priorities, but this should not be the basis for your plan.)
2. Outline the aspirations for the graduate programs and the undergraduate programs, both major and non-major; identify how the unit is working to fulfill these aspirations and outline the major challenges.
3. Consider where the academic discipline or interdisciplinary field is likely to be headed in the next five years; indicate how the unit will position itself in a changing context.
4. Consider opportunities to extend the unit's existing strengths and briefly discuss the major obstacles.
5. Explain internal improvements that are possible through reallocation of existing resources; explain improvements that can only be addressed through additional resources.