



# INTRODUCING: ACADEMIC UNIT REVIEWS





**“The fundamental purpose of Academic Unit Reviews is to provide information, both qualitative and quantitative, and recommendations that can serve as a basis for innovation and improvement of academic programming.”**





**KEY FEATURES**

# **1. UNIT-LEVEL FOCUS**

Reviews all undergraduate, graduate, and certificate programs within a unit concurrently.

# **2. ALIGNMENT WITH MISSION & GOALS**

Tied to the University Strategic Plan, AAU aspirations, and Strategic Alignment priorities.

# **3. COMPLIANCE**

Meets SACSCOC, THECB, and other regulatory requirements.



**KEY FEATURES**

## **4. FORWARD-LOOKING & EVALUATIVE**

Emphasizes future improvements, informed by both internal analysis and external expert review.

## **5. EFFICIENCY AND TRANSPARENCY**

Clear tools, templates, and guidance minimize administrative burden and ensure openness across the process.

## **6. STRUCTURED 3-PHASE PROCESS**

Follows a clear three-phase structure: 1) Self-Study, 2) External Review, and 3) Action Planning.



# DEFINITIONS

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## **ACADEMIC UNIT**

A department, area, school, or college responsible for delivering academic programs.



## **ACADEMIC PROGRAM**

A credentialed course of study leading to a bachelor's, master's, doctoral, professional degree, or a standalone certificate approved by the THECB.



## 3-PHASE REVIEW STRUCTURE

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The following activities, described in greater detail later, comprise an Academic Unit Review:

- 1. The unit writes a reflective self-study.**
- 2. An external review team visits and provides a formal report.**
- 3. The unit creates a plan of action, confirmed by the college and Office of the Provost.**



# RESPONSIBILITIES

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*The Academic Unit Review process involves collaboration across several roles to ensure a thorough and meaningful evaluation. While each unit leads the development of its Self-Study, other campus leaders and offices provide oversight, support, and guidance at key points.*

## ACADEMIC UNIT

Leads the Self-Study in Watermark, identifies Key Issues, guides external review process, and develops and tracks the action plan.

## GRADUATE SCHOOL

Reviews graduate program Self-Study content, joins review discussions, and ensures alignment with Graduate School priorities.

## ACADEMIC COLLEGE

Approves reviewers and Self-Study, engages with the review team, and ensures outcomes align with College goals.

## OFFICE OF THE PROVOST

Provides oversight, gathers data and develops tools, coordinates logistics, and ensures alignment with institutional goals.



**SELF-STUDY  
TEAM**

Unit Leader/Department Chair

Program Directors/Coordinators

Program Faculty

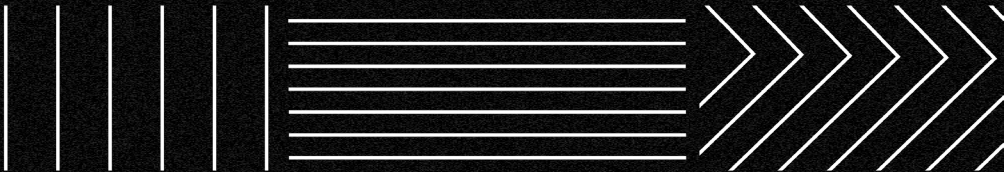
Staff Administrators

**EXTERNAL  
REVIEWERS**

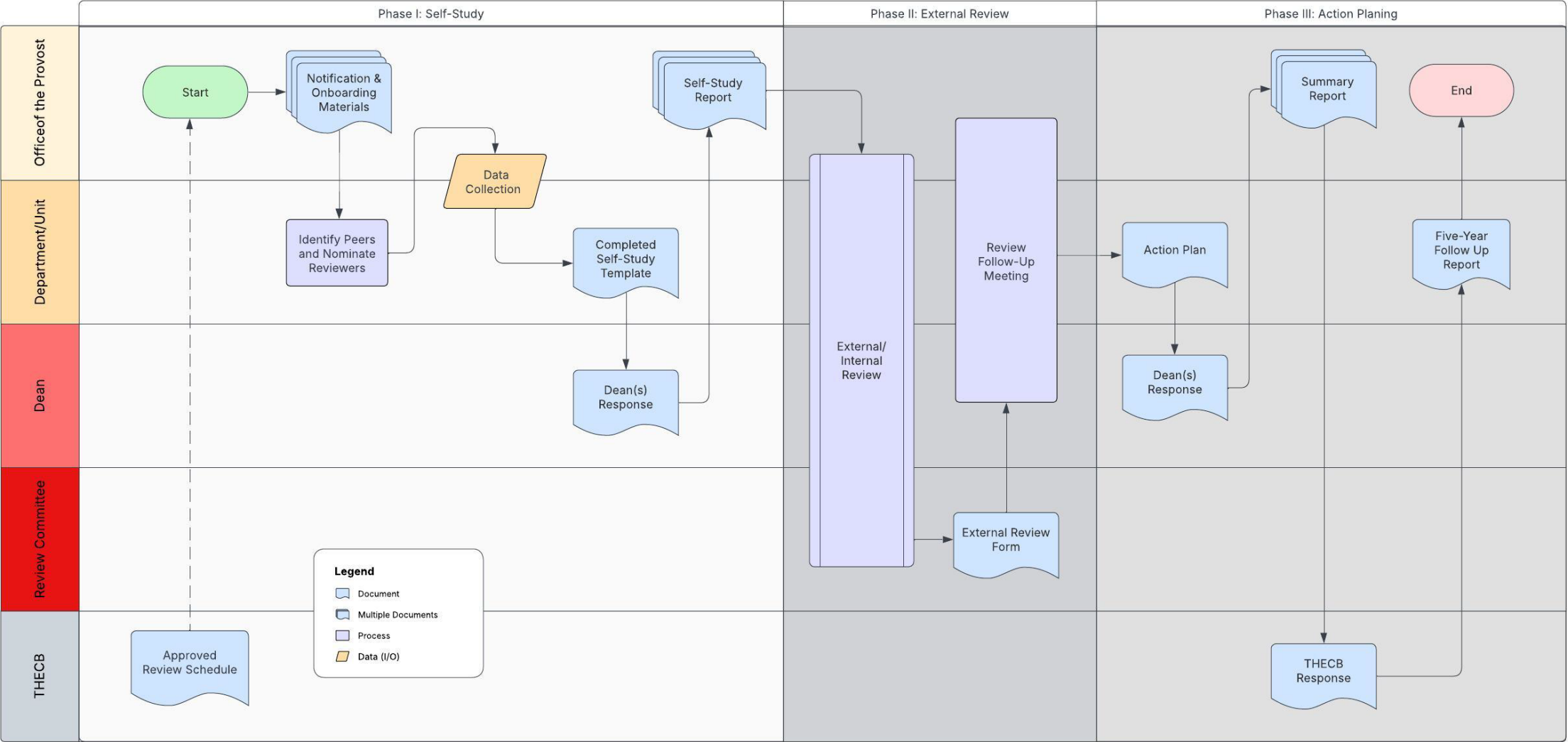
2 specialists in the discipline,  
from academic institutions  
**outside of Texas** and  
with **no formal ties** to  
Texas Tech University.

**INTERNAL  
REVIEWERS**

2 tenured, Texas Tech faculty  
members from outside the  
unit's college.









# 3-PHASE REVIEW



TEXAS  
TECH™



# PHASE I: SELF-STUDY





## UNIT REFLECTIONS

- Unit Overview & Mission
- Faculty & Instruction
- Research & Creative Activity
- Internal & External Partnerships
- Facilities, Technology, and Infrastructure
- Resource Management and Financial Stewardship
- Key Issues
- Summary Statement

## ACADEMIC PROGRAM REFLECTIONS

*(Complete this section for each program in the unit)*

- Academic Program & Curriculum
- Student Outcomes
- Student Experiences & Support



## KEY ISSUES

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- **2-3 specific issues that would benefit from external reviewer feedback.**
- **Allows for more focused and in-depth analysis.**
- **Tied to unit's long-term/strategic priorities.**
- **Approved by Dean(s) and Provost**
- **May use Guiding Questions for faculty discussion and selection of issues.**

### POSSIBLE ISSUE CATEGORIES

- Governance
- Faculty
- Teaching & Learning
- Research/Creative Activity
- Internal and External Collaborations
- Departmental Support
- Facilities and Operations



NEW

Program Review 2014-2020

EXPAND ALL

Overview

- Mission and Introduction
- Introduction
- Organization and Structure of Department
- Program Mission Statement
- Alignment to Institution Mission
- Student Learning Outcomes Assessment and Curriculum
- Faculty Qualifications, Activities and Scholarship

### Organization and Structure of Department

1. Describe the hierarchical structure of the department in which the program is housed.

Details

Narrative last updated: 03/25/2020 by a c

Evidence 2 Documents [MANAGE EVIDENCE](#)

TITLE
BA Chinese Departments
BA Chinese File

All units will complete the Self-Study Template using  
**WATERMARK - PLANNING & SELF-STUDY.**

More information & training coming soon!





# DATA PROVISIONING

The Office of the Provost, in partnership with Institutional Research, Office of Research & Innovation, and others, will compile a robust data profile on each unit.

The goal is to alleviate the burden of gathering large amounts of complex institutional data so that the Self-Study Team can limit the time spent documenting what has been in favor of describing what should be.

**Units may provide additional data at their discretion.**



# **PHASE II: EXTERNAL REVIEW**





## IN-PERSON SITE VISIT

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The site visit typically takes place over two days and includes a series of meetings and interviews designed to give the External Review Team a clear understanding of the unit's operations, strengths, and areas for improvement



**Welcome  
Dinner**



**Overview  
& Tours**



**Stakeholders  
Meetings**



**Review Team  
Time**



**Exit  
Interview**



# ESTIMATED EXPENSES

Units should plan for these costs in advance and work with the Office of the Provost to ensure timely processing of reimbursements and payments.

ESTIMATED EXPENSES	PROVOST	UNIT
TRAVEL		
HOTELS FOR 2-3 NIGHT STAY	\$550 - \$700	\$550 - \$700
FLIGHTS	\$1,200 - \$1,800	\$1,200 - \$1,800
FOOD, DRINK, PARKING	\$250 - \$300	\$250 - \$300
HONORARIUMS		
EXTERNAL REVIEWERS	\$1,500	\$1,500
INTERNAL REVIEWERS	100%	-
ON-SITE MEALS	100%	-

Other expenses are the responsibility of the unit, if desired.





# **PHASE III: RESPONSE & ACTION PLANNING**





# **1. RESPONSE AND ACTION PLAN**

Unit has 30 Days to draft a preliminary Response & Action Plan that addresses any recommendations from the External Reviewer Report

# **2. RESPONSE MEETING**

Meeting with Unit and University leadership to discuss feasibility of proposed actions and potential university-level support

# **3. COMPLIANCE REPORTING**

Office of the Provost staff will compile final documentation and submit any required materials for compliance.



## 4. IMPLEMENTATION

Units are expected to carry out the actions identified in their plan over the next several years. Progress should be monitored internally as part of the unit's normal planning and assessment activities.

## 5. FIVE-YEAR PROGRESS UPDATE

actions completed to date, remaining items and updated timelines, any changes to priorities or strategy, measurable outcomes and impact

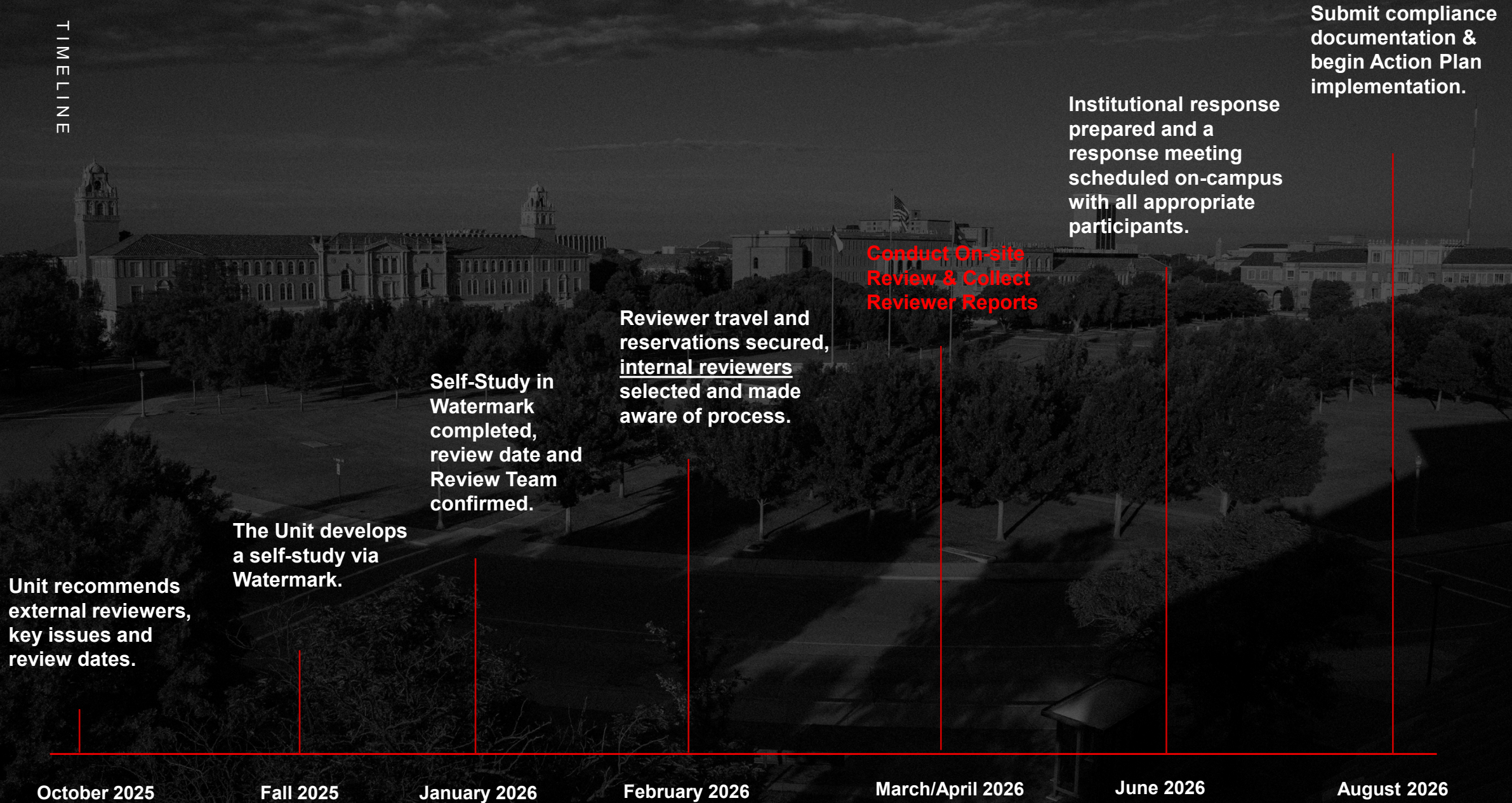


# NEXT STEPS & RESOURCES





TIMELINE





## NEXT STEPS

1. **By October 15:** Submit AUR – Peer Reviewers & Key Issues Form to identify the following:
  - Key Issues in the Unit
  - Peer and Aspirant Institutions
  - Peer Reviewer Nominations
  - Unit's Self-Study Team
  - Possible Review Dates
2. Schedule a Watermark Training session for Self-Study Team members for late October.
3. Finalize data collection (Office of the Provost)

## RESOURCES

AUR Online Toolbox



