

## **IUPUI Program Review**

### **Center and Institute Program Review Self-Study Elements**

Center and Institute leaders and colleagues will develop a self-study of approximately 15–20 pages to address the following program elements. Links to websites, documents, and other resources may be embedded in the self-study, and appendices may provide additional relevant supporting materials.

#### **Executive Summary**

The executive summary will allow the review team to become acquainted with the contents of the self-study report and will provide guidance on topics to which they should pay particular attention.

1. Brief summary of the **context** of the program
2. Description of the top **strengths** ((3–5) of the program
3. Description of the chief **challenges** (3–5) of the program
4. **Specific questions** (4-6) about which the program seeks guidance from the review team

#### **A. Center/Institute Profile**

1. Brief description of Center/Institute, including **formal mission statement**, founding documents (included in appendices as applicable), goals, history, and context
2. Overview of **projects undertaken and services offered** by the Center/Institute
3. Overview of **faculty, staff, and other stakeholders involved in the Center/Institute**, including demographics, qualifications, type of appointment, duration with the Center/Institute, and principal contributions to Center/Institute mission, projects, and services
4. Overview of **student engagement** within the Center/Institute, including demographics and contributions
5. Overview of **Center/Institute resources**, including current external/institutional funding, work space, library holdings, support services available, and partnerships (campus, community, inter-institutional, and international)
6. Any **additional information** needed to provide review team members with a foundational understanding of the Center/Institute

#### **B. Center/Institute Quality and Viability**

1. **Principal activities and accomplishments of the Center/Institute** over the past 5 years, including a discussion of evidence of quality/effectiveness of the projects, services, activities, and accomplishments
2. Description of the **units/collaborators/partners involved in the Center/Institute**, including specific roles and contributions each makes to its functioning
3. Discussion of how the **Center/Institute contributes to the educational, research, and service/engagement missions** of the units/collaborators/partners involved in its functioning
4. Analysis and summary of **feedback from Center/Institute stakeholders**, including frequency of feedback and how it is used to improve the function of the Center/Institute
5. Discussion of the **forecast of future demand for the Center/Institute projects, services, and activities**, including how the Center/Institute is **distinctive or differentiated from other similar providers**

6. Analysis of the **fiscal health of the Center/Institute**, including source(s) of funding for the Center/Institute; cost(s) of running the Center/Institute; and how well leaders manage budget resources and attract diverse and sustainable revenue streams to support the Center/Institute
7. Assessment of the **adequacy of facilities**, including technology/specialized equipment used to support Center/Institute functioning
8. Assessment of **human resources contributing to the Center/Institute**, including talent recruitment, retention, diversity, and development/advancement priorities, incorporating transition/succession plans

**C. Center/Institute Strategic Priorities**

1. Discussion of Center/Institute **contributions to IUPUI's strategic plan**
2. A summary of the overall **internal strengths and weaknesses** of the Center/Institute **and external opportunities and threats**
3. Discussion of the Center/Institute **future directions**