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

June 2022
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