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An editable Word version of the template with instructions can be  
accessed by contacting the AQAC Chair.

## [Program or Unit Name]: Self Study Report

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[Date]

Prepared by:

*[Self Study Committee Member]*

*[Self Study Committee Member]*

*[Self Study Committee Member]*

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NOTE: If you are developing a modified version of this report that differs in content and structure from this template, please inform and consult with the Academic Quality Assurance Committee by contacting the Chair of the Academic Quality Assurance Committee.

#### SUBMISSION CHECKLIST:

- ☐ Complete all sections.
- ☐ Ensure the body of the report (excluding appendices) is ideally **no more than 20 pages (30 pages for combined undergraduate/graduate reviews)**; add an Executive Summary if it is longer than these page limits.
- ☐ Delete the guidelines for content, this checklist, and the reminders below (shown in blue text).
- ☐ Ensure that there is a list of appendices, and that these appendices are included either at the end of this Study or in separate files attached to the submitted email.
- ☐ Change the file name of this document, using the following standard:  
“ULeth\_[program or unit name]\_Self Study Report\_[year].  
Example: ULeth\_B.Ed. Self Study Report\_2025
- ☐ Submit the finished report **as a Word document** to the Chair of the Academic Quality Assurance Committee, copying the Coordinator, Academic Programming in the office of the Provost and Vice President (Academic).

## 1. Overview

(Suggested word count: 500-1500 words)

1.1 Summary of Self Study Findings

1.2 Alignment with University Strategic Plan

1.3 Alignment with Faculty Plan

1.4 SWOT Analysis

Table 1: SWOT Analysis

Strengths	Weaknesses
1.	1.
Opportunities	Threats
1.	1.

1.5 Questions for External Reviewers

1. [Question for external reviewers.]
2. [Question for external reviewers.]
3. [Question for external reviewers.]
4. [Question for external reviewers.]
5. [Question for external reviewers.]

## 2. Process

(Suggested word count: 150 to 300 words)

2.1 Process Used to Complete Self Study

2.2 Institutional Analysis Data

## 3. Past Reviews

(Suggested word count: 300 to 500 words)

3.1 Past Quality Assurance Reviews Summary

## 4. Program Description

(Suggested word count: 500 to 1,000 words)

4.1 Program Characteristics and Objectives

4.2 Learning Outcomes

*Table 2: Mapping of Courses to Learning Outcomes*

Courses:	Outcome 1:	Outcome 2:	Outcome 3:	Outcome 4:	Outcome 5:
Course 1	í			í	
Course 2		í		í	í
Course 3	í	í	í		í
Course 4				í	í

4.3 Ongoing Strategic Realignments of the Program

4.4 Recognition of Credentials Awarded

4.5 Distinguishing Features of the Program

4.6 Degree Requirements

## 5. Undergraduate Curricula and Learning Environment

(Suggested word count: 500 to 700 words)

5.1 Evaluation of Curriculum and Learning Environment

5.2 Courses Offered

5.3 Evaluation of Cooperative, Internship, and Practicum Elements

## 6. Faculty and Staff

(Suggested word count: 1,500 to 2,500 words)

6.1 Academic Staff Profiles

Table 3: Profile of Current Academic Staff (Headcount by Designation and Rank)

Name	Designation				Rank				
	Tenured	Tenure Track	Instructor	Term	Asst.	Assoc.	Full	Instr. 2	Instr. 3

Table 4: Profile of Current Academic Staff (By Degree, Experience, and Area of Expertise)

Research Teaching Faculty (Tenure/Tenure Track)				
Name	Highest Degree	Years UofL	Years Prior	Areas of Research and Teaching Expertise
Teaching Faculty (Instructors)				
Name	Highest Degree	Years UofL	Years Prior	Areas of Teaching Expertise

6.2 Program Support Staff

6.3 Roles of Visiting Scholars, Adjunct Faculty, and Graduate Assistants

## 6.4 Professional Development Activities

## 6.5 Faculty and Staff Evaluation and Evidence of Effectiveness

## 6.6 Distribution of Teaching Assignments and Workloads

# 7. Undergraduate Students

(Suggested word count: 750 to 1,500 words)

## 7.1 Admission standards and procedures

Table 5: Enrollment by Program

Program	2010/11	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR
Total:								

## 7.2 Student profile data

## 7.3 Trends in student retention and graduation

Table 6: Grade Distribution Trends Over XXXX Year Period

Course	2022/22	2023/24	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	XX Yr. Avg.

Table 7: Average Program Retention by Year

Program	2010/11	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	Overall

Table 8: Average Time to Graduation by Program

Program	2010/11	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	Overall

## 7.4 Trends in student graduate satisfaction with the program

## 7.5 Trends in graduate employment and other post-graduation activities

# 8. Graduate Studies

(Suggested word count: 1,250 to 2,200 words)

## 8.1 Program Characteristics and Objectives

## 8.2 Distinguishing Features of the Program

## 8.3 Degree Requirements

## 8.4 Admission standards and procedures

Table 5: Enrollment by Program

Program	2010/11	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR
<b>Total:</b>								

## 8.5 Graduate Student profile data

## 8.6 Trends in Graduate Student Retention and Graduation

Table 7: Average Program Retention by Year

Program	2010/11	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	Overall

Table 8: Average Time to Graduation

Program	2010/11	YEAR	YEAR	YEAR	YEAR	YEAR	YEAR	Overall

## 8.7 Trends in student graduate satisfaction with the program

## 8.8 Trends in graduate employment and other post-graduation activities



## **9. Resources Planning**

**(Suggested word count: 300 to 500 words)**

9.1 Current Resources and Contributions to Program Quality

9.2 Resource and Succession Planning

9.3 Adequacy and Management of Facilities, Equipment, and Library Resources

9.4 Adequacy and Management of Program Funds and Sources of Funds

## **10. Research and Scholarship**

**(Suggested word count: 1,500 to 2,000 words)**

## **11. Reflections**

**(Suggested word count: 1,000 to 1,500 words)**

## **Appendices**

Appendix 1:

Appendix 2:

Appendix 3: