

The report should follow the format outlined below:

### **1. Mission, Vision, Goals, & Objectives**

- Provide the mission statement of the unit
- Provide the vision statement of the unit.
- Provide the stated goals and objectives of the unit.

### **2. Description of the Major Functions and Services within the Unit**

- List the major functions and services within the unit.
- Draw a flowchart(s) that shows the dynamic interactions among current functions, services, and personnel (Note: Do not provide the organizational chart in this section; that will be required later in the document).

### **3. Assessment of Goals and Objectives**

- Review the goals and objectives.
- Provide data on each objective that can be measured.
- Provide some feedback on the results gathered.
- **Describe how the data will be used** to improve operations and University impact (closing the loop).
- Provide any other relevant data, especially internal supporting documents.

### **4. Evaluation Forms, Surveys, Policy Manuals, and Other Tools**

- Provide copies of all employee evaluation forms used in the unit.
- Provide copies of all surveys used directly or indirectly by the unit.
- Submit a copy of any policy or operational manual used by the unit (if there is no policy or manual, please discuss why).
- Provide a copy of or describe any other tool that may be used to gather data for the unit.

## **5. Personnel and Organizational Structure**

- Provide a list of all full-time personnel in the unit.
- Provide resumes for all full-time personnel in the unit.
- List any long-term (five years or more) part-time personnel in the unit.
- Provide and date the most current organizational chart(s).

## **6. Facilities & Equipment**

- Describe the adequacy of current facilities.
- Describe the adequacy of current equipment inventory.
- List and briefly describe any needs in this area -  
(Please prioritize from 5=Urgent Need to 1=Needed but not Urgent).

## **7. Planning and New Initiatives**

- List and describe any significant plans that will be undertaken in the next five years.
- List and describe any significant new initiatives in the next five years.

## **8. Summary and Recommendations**

- Summarize the main elements included in the current review.
- Summarize the recommendations and changes that will be made.

## **9. Additional Resources Requested**

- Indicate what new resources are needed over the next five years to:
  - Enhance the current program.
  - Augment the strengths of the unit.
  - Address the weaknesses in the unit.
  - Address any technological impacts on the unit.

## **10. Other**

- Please place any other items, issues, etc. in this section.

## **11. University Priorities**

Section 11 of the Program Review focuses on the continuous growth demonstrated over the last five-years for each administrative unit at Kean University as it directly relates to both the Strategic Plan and our Middle States Self-Study Priorities. Similarly, this is an opportunity to focus on aligning your unit’s goals and objectives as you begin to plan for the five-years ahead.

For each of the three priorities, please take the time to engage in the reflection process as a unit, discussing how your unit has supported these priorities over the last five-years, highlighting certain portions of your Program Review that model this.

In relationship with Sections 7, 8 and 9 of the Program Review, highlight how your new initiatives will support and align with these priorities. For reference, the alignment of these priorities and the goals within the Strategic Plan can be referenced [HERE](#).

A) Priority 1: Excellence and Equity

- a) During the last five years, how has your unit demonstrated “excellence” defined as “meeting, exceeding, or advancing the institutional mission” through your offered services?
- b) During the last five years, how has your unit demonstrated “equity” defined as “providing a safe and unbiased learning environment in which the promise of achieving social mobility through higher education for all students is fulfilled” through your offered services?
- c) During the last five years, how have you demonstrated your unit ensuring Kean University’s commitment to excellence and equity through its offered services? *Please provide two specific examples from different years of the review process.*
- d) How will your unit continue to support and incorporate Excellence and Equity into the services your unit provides over the next five-years?

B) Priority 2: Upstanders

- a) During the last five years, please describe how your unit has created a student-centered educational environment? *Please provide two specific examples from different years of the review process.*
- b) During the last five years, how has your unit supported and incorporated the importance of community responsibility and integrity through your offered services in alignment with the Upstanders priority? *Please provide two specific examples from different years of the review process.*
- c) How will your unit continue to support and incorporate ‘the importance of community responsibility and integrity in all campus life experiences’ into the services your unit provides over the next five years as outlined in our Upstander Priority? *Please provide specific examples and ideas.*

C) Priority 3: Evolution

**Context:** Through the Annual Administrative Assessment, your unit identifies goals and objectives that align with the University Strategic Plan. Through this process, your unit assesses existing programs and resources to identify growth opportunities that build on

existing capabilities and strengths, including new and/or re-imagined programs, facilities, and instructional sites, to prepare the University for Continued Evolution.

- a) Identify two ways in which your unit plans to build upon existing capabilities and strengths to prepare the University for its Continued Evolution in the next five years.
- b) Explain how your unit has evolved over the last five years based on existing capabilities and strengths, resulting in the university's continued evolution.

