The unit self-study provides the basis for the review process. It represents a valuable opportunity for the unit to make a candid assessment of itself and to consider future directions and options that might strengthen it.

The goals of the Unit Self-Study Report are to

- Address how well the unit performs in relation to its objectives, institutional priorities and Student Life goals and strategic initiatives.
- Define ways, primarily within existing resources, that the unit can continue to improve in the quality of its programs, services, activities and operations.
- Provide evidence of the excellence and effectiveness of the unit’s programs, activities, services and operations.

Between 100 to 30 days before the site visit, the unit under review will prepare a self-study report using as its framework a self-study protocol based on

- Council for the Advancement of Standards (CAS) Self-Assessment Guide (SAG),
- accreditation standards,
- national standards,
- or a combination.

Where appropriate, Self-Assessment Guides from the Council for the Advancement of Standards should be used. Current Self-Assessment Guides are maintained by the Program Review Coordinator(s). For some units, more than one Self-Assessment Guide may be appropriate; in these cases, the unit director should work with the Program Review Coordinator and Assistant/Associate Vice President to establish the self-study protocol. Hybrid protocols that combine or mix standards are permissible with AVP approval.
The CAS SAG’s are purchased by Student Life, and are available via the Program Review Coordinator. The CAS SAG’s are:

- Academic Advising Programs
- Alcohol and Other Drug Programs
- Assessment Services
- Auxiliary Services Functional Areas
- Campus Activities Programs
- Campus Information and Visitor Services
- Campus Police and Security Programs
- Campus Religious, Secular and Spiritual Programs
- Career Services
- Case Management Services
- Civic Engagement and Service-Learning Programs
- Clinical Health Services
- College Honor Society Programs
- College Unions
- Collegiate Recreation Programs
- Commuter and Off-Campus Living Programs
- Conference and Event Programs
- Counseling Services
- Dining Service Programs
- Disability Resources and Services
- Education Abroad Programs and Services
- Financial Aid Programs
- Fraternity and Sorority Advising Programs
- Graduate and Professional Student Programs and Services
- Health Promotion Services
- Housing and Residential Life Programs
- International Student Programs and Services
- Internship Programs
- Learning Assistance Programs
- Lesbian, Gay, Bisexual, Transgender, Queer+ Programs and Services
- Master’s Level Student Affairs Professional Preparation Programs
- Multicultural Student Programs and Services
- Orientation Programs
- Parent and Family Programs
- Post-Traditional and Commuter Student Programs and Services
- Registrar Programs and Services
- Sexual Violence-Related Programs and Services
- Student Conduct Programs
- Student Leadership Programs
- Student Media Programs
- Testing Programs and Services
- Transfer Student Programs and Services
- TRIO and Other Educational Opportunity Programs
- Undergraduate Admissions Programs and Services
- Undergraduate Research Programs
- Veterans and Military Programs and Services
- Women’s and Gender Programs and Services
Documents, information, evidence and other materials that demonstrate how the unit performs under the delineated standards, and will inform the External Review Committees about the unit, should be included in the Unit Self-Study Report, likely as appendices. These materials may include data on performance measures, strategic plans and their metrics, annual budget information or key position descriptions. A list of suggested Unit Self-Study Report documents that may be included are below. In general, the length of the narrative portion of the report should not exceed 30 pages (exclusive of appendices and position descriptions).

The unit self-study committee should submit the complete report (including appendices) to the Office of Student Life Program Review Coordinator(s). The Program Review Coordinator(s) will review the Unit Self-Study Report for completeness. The Coordinator(s) will return incomplete reports to the unit with detailed feedback on how to revise the report.

The final Unit Self-Study Report will be sent to members of the External Review Committee in preparation for their site visit.

**Suggested List of Supporting Documents for Inclusion in a Unit Self-Study Report**

- Mission, Vision and Values document
- Organization Chart
- Strategic Plan
- Previous Annual Reports (past 3 years)
- Previous Annual Budget Reports (past 3 years)
- Cost/revenue data (past 3 years)
- Assessment results/reports including:
  - Customer service surveys
  - Benchmark data
  - Data that measures progress of performance goals
  - Student learning outcomes data
  - Business/service outcomes data
- Position Descriptions of Unit Staff
- Summary of staff contributions to the university’s academic enterprise and their respective professions