

# Unit Self-Study Guide

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**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	International Student Programs and Services
Alcohol and Other Drug Programs	Internship Programs
Assessment Services	Learning Assistance Programs
Auxiliary Services Functional Areas	Lesbian, Gay, Bisexual, Transgender, Queer+ Programs and Services
Campus Activities Programs	Master's Level Student Affairs Professional Preparation Programs
Campus Information and Visitor Services	Multicultural Student Programs and Services
Campus Police and Security Programs	Orientation Programs
Campus Religious, Secular and Spiritual Programs	Parent and Family Programs
Career Services	Post-Traditional and Commuter Student Programs and Services
Case Management Services	Registrar Programs and Services
Civic Engagement and Service-Learning Programs	Sexual Violence-Related Programs and Services
Clinical Health Services	Student Conduct Programs
College Honor Society Programs	Student Leadership Programs
College Unions	Student Media Programs
Collegiate Recreation Programs	Testing Programs and Services
Commuter and Off-Campus Living Programs	Transfer Student Programs and Services
Conference and Event Programs	TRIO and Other Educational Opportunity Programs
Counseling Services	Undergraduate Admissions Programs and Services
Dining Service Programs	Undergraduate Research Programs
Disability Resources and Services	Veterans and Military Programs and Services
Education Abroad Programs and Services	Women's and Gender 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	

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