Administrative Program Review
Self-Study

ABOUT THE ADMINISTATIVE PROGRAM REVIEW (APR) SELF-STUDY

The APR Self-Study is a valuable tool that guides an administrative unit in the documentation, evaluation, and subsequent improvement in the quality of its efforts. Completing the Self-Study involves the identification of a department's strengths and limitations in an objective and thorough manner by multiple department personnel. To be successful, the APR Self-Study requires a commitment to seeking continuous improvement.

As with academic program review, the APR Self-Study involves a systematic and thorough examination of a department considering its stated mission and institutional roles and responsibilities. Such an evaluation allows the administrative unit to demonstrate its success in accomplishing department goals and objectives and to identify areas of opportunity for improvement.

Finally, the completed Self-Study is an integral source of information for Peer Review Committee members to use in the development of observations and recommendations for the administrative department, which is a fundamental element of the APR experience.

GUIDELINES

To facilitate an organized, thorough Self-Study, the Administrative Program Review team has developed the following open-ended questions to be completed by the administrative department participating in APR. The Peer Review Committee will receive a copy of the completed responses and use them to inform their understanding of the past and present operations of the department, prior to meeting with the department staff.

Thus, it is important to prepare a thorough and thoughtful response to each question. There is no limit to the length of each response, and relevant attachments are encouraged; however, departments are encouraged to consider the impact of an extremely lengthy (or too brief) response on peer reviewers. APR staff will guide the department through the entire Self-Study process, so please share all questions or concerns as they arise.

MISSION, GOALS, AND OBJECTIVES

1. Please describe:
   a. your department's mission (and vision, if applicable)
   b. your department's goals and objectives and how they tie to SHSU and/or division goals
2. Concerning mission, goals, duties, and objectives, please describe any improvements that need to be addressed.

POLICIES, PROCEDURES, AND PLANS

1. Please describe any written policies and procedures that are in place for staff in your department. Include a description of when and how updates occur, who manages updates, and how they are implemented.
2. Does your department have training plans and/or training manuals in place for staff? (Yes/No)
   a. If so, please describe or attach the plans if you would like to share them with the Peer Review Committee.
3. Does your department have a written master plan or strategic plan? (Yes/No)
   a. Please attach any planning documents if you would like to share them with the Peer Review Committee.

RESOURCE ADEQUACY

1. STAFFING
   a. Please discuss any critical staffing needs and any plans for staffing.
   b. Please describe departmental training and continuing education or development practices for your staff.
   c. Please use the attached table to list current staff and individual duties.
2. FACILITIES AND EQUIPMENT
   a. Please discuss adequacy of facilities, including office space. Detail any unmet needs.
   b. Please discuss adequacy of current equipment. Detail any unmet needs.
   c. Please discuss adequacy of office technology (including hardware and software). Detail any unmet needs.

ORGANIZATIONAL CONTEXT AND IMPACT

University and department organizational charts will be provided to the Peer Review Committee.

1. Please list the other University departments your department interacts with on a regular basis and describe the general nature of those interactions.
   a. Describe any dependencies your department has on other SHSU personnel, departments, or divisions. Discuss any improvements that could be made to those functional relationships.
   b. Discuss any relationships that do not currently exist but that would be helpful in reaching your department's goals and objectives.

COMMUNICATION AND STAKEHOLDER FEEDBACK

1. Please describe your department's stakeholders.
2. Please describe your methods of communication with stakeholders (postal mail; phone calls; University website or other Internet presence, such as Facebook, Twitter, etc.).
3. How does your department currently elicit and incorporate suggestions or recommendations from colleagues and stakeholders?
4. Please discuss any client satisfaction data (from surveys, focus groups, etc.) or performance data (from activity logs, reports, etc.) your department receives and uses to support decision-making.

STRENGTHS AND CHALLENGES
1. Please describe the strengths of your department.
2. Please describe the greatest challenges faced by your department.

ADDITIONAL NEEDS AND COMMENTS
1. Please describe any needs not listed in your responses that would contribute to your department's success in reaching its goals and objectives.
2. Please provide any additional comments or information that you would like to share with the Peer Review Committee.

STAFF DUTIES

Please use the table below to list all departmental staff and their primary duties. Add rows as needed.

Name	Title	Duties
Sammy Bearkat	Mascot	• Attend university events • Create skits • Perform skits at appropriate times • Promote school spirit and excitement on campus

APR Self-Study completed by *(employee names)* for *(department name)* on *(date).*