



WRITING THE SELF-STUDY REPORT

Common Theme Self-Study Guidelines

Under this option, several units, departments or schools, may be reviewed based on a single theme, such as general education requirements, writing across the curriculum, distance education, introducing technology in the curriculum, or the need for adjunct faculty. In some cases, several units may be reviewed for common resources, e.g., all the fine and performing arts in anticipation of a new building or school.

Eligibility

Nominations for review of several units based on a common theme can originate from a college or university curriculum committee, Faculty Senate, deans, the provost or other senior administrators. The request for a common theme review should be sent to Instructional Excellence with a list of the proposed academic units to be reviewed, along with a rationale for the request. The Vice Provost for Instructional Excellence will consult with the deans and academic units to be included and seek their input prior to making a recommendation to the Provost.

Review Process and Scheduling

Like a traditional self-study, the Common Theme report will include a well-developed report that contains a table of contents, an introduction, body, summary, and appendices. This report will be evaluated by a Program Review Committee in the same manner as a traditional self-study. The policies and procedures that pertain to the scheduling, development and of evaluation of self-study material of traditional CSU program reviews will apply to these reviews as well.