



## ACADEMIC PROGRAM REVIEW Self-Study Team Selection

### Selection of the Self-Study Team

- The Self-Study Team consists of 3 to 4 departmental faculty, including the department chair and any division or program directors. Adjustments may be made as needed, depending on department composition and specific needs of the program review process.
- Self-Study Team member names should be submitted to the Academic Program Quality Coordinator at [p.lyons12@csuohio.edu](mailto:p.lyons12@csuohio.edu) by **September 15**.

### Self-Study Report Guidelines

- The self-study report will be prepared by the department/program faculty and chair/director.
- The report should be no longer than 15 pages in length, double - sided, excluding appendices.
- **Abbreviated** CVs for all faculty in the department/program under review should be included in an appendix. All submitted CVs should be double-sided and no longer than three (3) pages in length.
- If an academic program is accredited by an outside agency, the most recent accreditation report may be submitted along with, but not in lieu of, the self-study report.
- One (1) electronic copy and one (1) hard copy of the self-study, submitted in presentation binders, with tab dividers, should be submitted to the Vice Provost of Instructional Excellence by **December 1** for record retention. The Office of Instructional Excellence will distribute the electronic self-studies to university administrators, and internal and external reviewers.