

PURPOSE AND INSTRUCTIONS FOR UNIT SELF-STUDY

UAF will submit an institutional self-study for the reaffirmation of institutional accreditation to the Northwest Association of Schools and Colleges during the summer of 2001. As part of this process you are asked to prepare a unit summary and deliver it to the Provost's Office by June 30, 2000. Other than brochures, pamphlets, and the like that may be included with your summary, your information should be delivered electronically as well as in hard copy form. We intend to use this exercise to our best advantage by collecting information useful in planning the future of UAF and for evaluating the effectiveness of our efforts. A time line for the entire self-study process is available at <http://www.uaf.edu/provost/accreditation/timeline2001.html>. The formatting and content for your report is described on the following pages.

The 1999 Accreditation Handbook states:

"Institutional self-study is regarded as the most significant part of the accreditation process. The benefits to the institution will be proportional to the incisiveness of the inquiry. The aim of the self-study is to understand, evaluate, and improve not merely to defend what already exists. A well-conducted self-study should result in a renewed common effort within the institution to consolidate and improve the whole.

Self-study should be viewed as an on-going process to:

- A. Analyze the resources and effectiveness of the institution in fulfilling its mission;
- B. Demonstrate that the achievements of students who complete programs are commensurate with the certificates, diplomas, degrees, or other recognition awarded;
- C. Appraise the relationship of all the institution's activities to its purposes; and
- D. Provide a sound basis for institutional planning and improvement."

In preparing your report, please become familiar with the *Accreditation Handbook*. It is located on the web at:

<http://www.uaf.edu/provost/accreditation/handbook/index.html>

STYLE AND FORMAT FOR UNIT SELF-STUDY REPORTS

Please prepare your report using the following guidelines:

Software Application:	Microsoft WORD®
Font type and size:	Times New Roman 12 pt font
Margins:	left: 1.5", right: 1", top: 1", bottom: 1"
Spacing:	single-spaced text, double space between paragraphs
Paragraphs:	indent first line
Page numbering:	numbered at the bottom center

Follow the template on the following pages as a guide, or download a "general" template at <http://www.uaf.edu/provost/accreditation/>. Please submit the report via e-mail attachment and hard copy to the Provost's Office (fskmk2@uaf.edu).

The deadline is June 30, 2000.

General notes on preparing your self-study:

- Your self-study document should be a collaborative scholarly work written by department/unit heads and staff.
- Connect your report to UAF's mission and Strategic Plan: UAF 2000; these can be viewed on-line at <http://www.uaf.edu/UAF/generalinfo.html>
The new UAF Mission Statement was approved at the April Board of Regents Meeting. It reads:
"The University of Alaska Fairbanks, as the nation's northernmost Land, Sea, and Space Grant university and international research center, advances and disseminates knowledge through creative teaching, research, and public service with an emphasis on Alaska, the North, and its diverse peoples."
- Your audience - Your notebook will be made available to accreditation evaluators during their visit and will be used by a writing team and the accreditation steering committee in drafting the self-study report.
- Throughout your report you should relate your unit's role to the mission of the institution. In addition, you should connect planning, evaluation, and subsequent action throughout your self-study.
- Focus on your uniqueness.
- Describe external forces, which have impacted your unit—historical, economic, political, geographical, etc.
- Constructive self-analysis and criticism should be emphasized—no whining.
- Share your draft with another unit before submitting it to the Provost—if it does not make sense to them, it will likely not make sense to the visitation team.
- Official numbers and statistics only—no departmental shadow databases to be used. Meetings can be arranged with representatives of Planning, Analysis, and

Institutional Research representatives and department/division heads to provide information and/or clarify and resolve any issues with the official numbers made available for your use. Please contact Joe Trubacz at fnjt@uaf.edu or 474-6088 for this purpose.

- Minimize description and emphasize analysis.
- Connect your documented assessment with your analysis with your action.
- Watch for the following sentences:
 - "Next year we plan..."—This means you are not doing it now.
 - "We have, for the past three years, been working on...."—Better
 - "Our data over the past three years shows..."—BestPlease do not say, "if we only had money, we would..."—Plans should be realistic given current and foreseeable circumstances.

TEMPLATE AND INSTRUCTIONS FOR COMPLETING UNIT SELF-STUDY

Please use the headings and outline format below and address every question even if it does not apply to your department/unit. If a question asks something not applicable to your department/unit, please state "Not applicable". The Roman numerals are not consecutive because they refer to standards in the accreditation handbook.

TITLE PAGE Your report should have a title page identifying the unit, the unit head, and the persons that contributed to writing the report.

SUMMARY Briefly describe your unit or program and how it is organized. Describe what impact, if any, reorganization has had on your unit and any other significant changes that have occurred during the past five years.

Describe your unit's particular strengths and outstanding accomplishments or special activities your unit has been involved in during the past few years.

What challenges does your unit face in the near future and how are you preparing for these?

I. GOALS: PLANNING AND EFFECTIVENESS

A. Mission

Describe the unit mission in no more than a one-half, single-spaced page. Discuss how your unit contributes to the mission of the institution, the mission of your supervisory unit (e.g., student services, administrative services) and the Strategic Plan: UAF 2000.

B. Goals and Strategies

Briefly state three to five unit short term (1-2 year) goals and three to five long term (3 years +) goals, describe your strategy for accomplishing your goals and how you will evaluate whether your goals have been met. Where possible, identify parenthetically after the goal statement the Strategic Plan item to which your goal is related. Your goals should be realistic with respect to current funding levels, must be consistent with your mission and the mission of UAF. Please discuss your goals with your leadership in this process.

Some examples are given below:

1. Short-term goal: *The current interdisciplinary master degree in Statistics will be submitted to governance as a formal M.S. program.*

Strategy: *Prepare a formal proposal based on current practices, document past and projected enrollment and submit to governance by the November 2000 deadline.*

Evaluation: *Proposal submitted or not by November 2000.*

2. Long term goal: *Increase the diversity of staff in the department.*
 Strategy: *Work with the EEO office and personnel to find innovative approaches for identifying candidates.*
 Evaluation: *Compare the diversity of staff in 1999 to that in 2003.*

C. Planning and Evaluation (Assessment) Process and Application of Results

1. Description of Assessment Process

Briefly describe your department/unit's planning and self-evaluation (assessment) process and how this process has been used to improve your unit.

2. External Assessment

Does your department/unit have access to and/or follow professional organization policies and procedures? If so, what organization(s)? Briefly assess your compliance with these policies and procedures. Is your department/unit periodically assessed by its own professional organization? If so, include a copy of your last professional association evaluation in the appendices and indicate here when you were last reviewed and the results and when you will be reviewed again.

D. Communication within UAF

1. Describe and assess your connection, if any, to UAF's extended sites. How do you facilitate ongoing communication with these sites? What changes are needed, if any, and why?

2. Describe and assess cooperative efforts with other units of the university with whom you collaborate regularly. What changes are needed, if any, and why?

VI. GOVERNANCE AND ADMINISTRATION

A. Staff Governance

1. Staff Involvement in Governance

Briefly describe and assess your staff's involvement in staff governance (staff council, grievance committees, etc.) over the past three years. What changes in involvement should be made and why?

2. Strengths and Weaknesses of Staff Governance

From your department/unit's perspective, what are the strengths and weaknesses of the staff governance system?

VIII. PHYSICAL RESOURCES AND STAFF SUPPORT**A. Staff Summary****1. Description of Staff and their Qualifications**

Complete Table 1 listing your current staff, their qualifications, and involvement in professional organizations. Assess your unit support staff in terms of numbers, balance in workload distribution, and diversity. Does any of your staff have responsibilities in other units? Discuss how the Retirement Incentive Program, reorganization, and any other factors have impacted the number of staff over the past five years. In order to better achieve your mission, what changes should be made in staffing and why (Please discuss this with your leadership)? How will you evaluate whether these changes have been effective?

2. Staff Evaluation

Describe your process of staff evaluation and provide a summary of past evaluations, e.g., timeline, evaluation forms, etc.

3. Staff Recruiting and Retention

Describe recruiting efforts and results during the past three years. Have you had any difficulties recruiting excellent and diverse staff members? If so, why? Describe staff turnover during this same period. What are the primary reasons for staff turnover? What, if anything, should be changed in this regard?

4. Staff Development

Describe and assess staff development activities and opportunities during the past three years. What changes, if any, should be made in this regard?

B. Physical Resources**1. Equipment**

Describe and assess the condition and adequacy of the equipment you use? What measures should be taken, if any? Do you have an equipment replacement plan? If so, please include a copy in the appendices.

2. Facilities

Describe and assess facilities (offices, conference rooms, etc.) used by your department/unit. Please describe aspects of the condition of your facilities in need of immediate attention and improvement.

IX. INSTITUTIONAL INTEGRITY

Following are web sites of relevant UAF policies on institutional integrity (e.g., academic freedom, ethical standards, conflict of interest, fair treatment of employees and students, etc.).

<http://www.uaf.edu/uafgov/www/fspolicyindex.html>,
<http://www.alaska.edu/bor/regulation/4r/r04-10.html>, and
<http://www.alaska.edu/bor/policy/4p/p04-04.html>):

1. Institutional Compliance
Refer to these policies and identify any concerns you have about compliance by the university community.
2. Additional Unit Policies
Identify any additional policies and/or standards specific to your unit and discuss any concerns you have about your department/unit's compliance.

X. TABLES

1. Include completed Table 1 – Staff Profile.

XI. APPENDICES

1. Provide a copy of the resume of the unit supervisor as well as a copy of the resume for each supervisor in the major departments within your unit. For example, the notebook for Administrative Services would include the resume of the vice-chancellor, plus the resume of the director for Facility Services as well as those of other directors within the Administrative Services unit.
2. Unit equipment replacement plan, if one exists.
3. Unit policies.
4. Unit publication and information distribution.
Examples may include department/unit web page, brochures, etc.
5. Any other material you would like to provide.

