

## **Five-Year Program Reviews Unit Response to Reviewer Reports Template**

Units/Academic Departments are asked to respond to the two program review reports written by the external reviewer (ER) and the campus review team (CRT).

The response should be based upon the recommendations in both reports. The deadline for the report is 4 weeks after the Campus Review Team submits their report. Please submit the Unit Response document electronically to Alicia Hutchings at [hutchingsa@umsl.edu](mailto:hutchingsa@umsl.edu)

### **Format for Unit Responses:**

1. Begin with an opening paragraph providing an overview of the process and your impression of the strengths and opportunities based on the reports.
2. Next share your responses to the recommendations. **All recommendations must be included and must use the reviewers' statements.** Units/Academic Departments should respond to the recommendations in the following way:
  - a. For recommendations in which the Unit/Departments **agrees**, do the following:
    - i. identify each recommendation, from either the ER and/or the CRT's report with which there is agreement;
    - ii. provide a brief explanation as to why there is agreement on each recommendation;
    - iii. describe the Unit/Department's action plan for each recommendation it accepts;
    - iv. provide specific steps and a timetable for implementation of each plan; and
    - v. provide a description of assessment measures to be used to ensure continuous improvement.
  - b. For recommendations in which the Unit/Department **disagrees**, do the following:
    - i. identify each recommendation from either the ER and/or the CRT's report with which there is disagreement;
    - ii. provide a brief explanation as to why the Unit/Department disagrees.
3. As an Appendix: Provide an overview of the process consider the following: what worked well in the process, what changes should be made to the process; constituents that were/were not included and the impact of their participation/absence, etc. Note that this will be used for quality improvement purposes in the five-year review process. This will not be publicly shared and will be housed within Academic Affairs.



\_\_\_\_\_ **Response to \_\_\_\_\_ Five-Year Review**

The \_\_\_\_\_ completed a review of its department/unit on -----. The review was performed by --  
----- as the external reviewer, and -----, -----, ----- as the internal review team.

After reviewing the review team reports, our comments of the overall review are as follows:

- Strength of the program
  - X
  - X
  - X
- Opportunities or Challenges
  - X
  - X
  - X

**The recommendations from the external and internal reviewers that are agreed with:**

1. X
2. X
3. X

Recommendation #1 \_----title----

Brief Explanation on why there is agreement

ACTION PLAN:

TIMELINE:

ASSESSMENT MEASURE

**OR**

Recommendation	Action Plan/Goal	Timeline	Assessment Measure

**The recommendations from the external and internal reviewers that are NOT agreed with:**

1. X
2. X
3. X

Recommendation #1 \_----title----

Brief Explanation on why there is agreement

**The recommendations from the external and internal reviewers that the department/unit is unsure of:**

1. X
2. X
3. X