Dean's Checklist

Programs are to provide a copy of their completed report to their dean, along with this checklist. Upload the completed dean's checklist into Sharepoint along with your final program review.

The program is to complete the table below before sending to the dean.

Dean:	
Unit:	
Department:	
Department Chair:	
Program and degree level (CIP code):	
Program Director:	
Person responsible for completing the Academic Program Review:	

Deans are to complete this portion of the checklist

The dean is to complete this checklist for each program undergoing review. This checklist contains clickable check boxes and can be completed electronically.

This checklist ensures that deans are aware of the program review reports submitted to the provost office from their units and that they have the opportunity to provide input into the review process. The dean's comments provided in this form will be reviewed by the provost office and program review committee and will aid in the effectiveness of the review process.

☐ **1. I acknowledge receipt of the program review report for the program listed above.**

☐ **2. I have reviewed the program's report.**

a. Based upon your review of the program's report, what are the strengths of the program?

b. Please comment on any program weaknesses or threats.

c. Please comment on any opportunities for future growth that exist for the program.

d. Do you have any other information or comments that you would like to provide about this program?

☐ 3. I have reviewed the program's Plan for Improvement provided in the report.

a. Does the program's Plan for Improvement as described in the program review align with the unit's strategic plan? Please comment on the alignment or disalignment.

b. Are you aware of any unit resources that could be used to support the program's Plan for Improvement? Please describe.

c. Please provide any feedback to the program on revisions that need to be made to the Plan for Improvement before submission to the provost office.

Dean's signature:	
Date:	