

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 (for reviews conducted in the fall) and Week 4 of the fall semester (for reviews conducted in the spring). Please submit the Unit Response document electronically to Amber Reinhart at reinhartam@umsl.edu

Format for Unit Responses:

1. Begin with an opening paragraph discussing your assessment of the review 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.
2. Next share your responses to the recommendations. 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.
 - vi.

Recommendation Table Sample:

Recommendation	Action Plan/Goal	Timeline	Assessment Measure

1. For recommendations in which the Unit/Department **disagrees**, do the following:
 - a. identify each recommendation from either the ER and/or the CRT's report with which there is disagreement;
 - b. provide a brief explanation as to why the Unit/Department disagrees.