

**APPENDIX C**  
**R411 – Program Review**  
**Policy Seven-Year**  
**Program Review Higher**  
**Education Institution**  
**Program**  
**MM/DD/YEAR**

**Reviewers:** *(Add bullets as needed. Remove italics when using template)*

- *External Reviewer’s(s’) Name(s), Affiliation*
- *Internal Reviewer’s Name, Affiliation*

**Program Description:** *One- to three-paragraph description of the program. (Remove italics when using template).*

**Data Form:** *Current counts of faculty and staff and Financial Analysis*

*The following table in R 411 is designed to gather data about the institutional unit being reviewed. The table has been designed to present consistent data to Trustees and Regents who will receive the report. Institutions decide on the configuration of the unit to be reviewed, and in most cases, the review is at the department level. However, in some instances, the unit being reviewed provides services that are different from those provided by traditional academic departments. When providing data on such units, please offer an explanation that clarifies the purpose of the unit, preparation of faculty or staff who provide the service, attendance data on participants, cost of providing services, and any credential that may be offered to completers if this applies. With sufficient explanation, the data table can be adjusted for that purpose. Use this template and make appropriate changes to present a full picture of the unit that was reviewed.*

R411 Data Table					
Department or Unit--					
	Year	Year	Year	Year	Year
	2XXX	2XXX	2XXX	2XXX	2XXX
<b>Faculty</b>					
Headcount					
With Doctoral Degrees (Including MFA and other terminal degrees, as specified by the institution)					
Full-time Tenured					
Full-time Non-Tenured					
Part-time					
With Master’s Degrees					
Full-time Tenured					
Full-time Non-Tenured					
Part-time					
With Bachelor’s Degrees					

Full-time Tenured					
Full-time Non-Tenured					
Part-time					
Other					
Full-time Tenured					
Full-time Non-Tenured					
Part-time					
Total Headcount Faculty					
Full-time Tenured					
Full-time Non-Tenured					
Part-time					
FTE (A-1/S-11/Cost Study Definition)					
Full-time (Salaried)					
Teaching Assistants					
Part-time (May include TA's)					
Total Faculty FTE					
Number of Graduates					
Certificates					
Associate Degrees					
Bachelor's Degrees					
Master's Degrees					
Doctoral Degrees					
Number of Students—(Data Based on Fall Third Week)					
Semester of Data: _____, 20__					
Total # of Declared Majors					
Total Department FTE*					
Total Department SCH*					
*Per Department Designator Prefix					
Student FTE per Total Faculty FTE					
Cost (Cost Study Definitions)					
Direct Instructional Expenditures					
Cost Per Student FTE					
Funding					
Appropriated Fund					
Other:					
Special Legislative Appropriation					
Grants of Contracts					
Special Fees/Differential Tuition					
Total					

**Program Assessment:** *Strengths, weaknesses, and recommendations from the reviewers. (Remove italics when using template.)*

**Institution's Response:** *Responses to review committee findings and recommendations. (Remove italics when using template.)*