**Academic Affairs Administrative Program Review Reader’s Report**

Administrative Unit:

Administrative Unit Reader:

Date of Report:

Are the Lead Person and Committee members identified in the Program Review? Yes No

Have the appropriate personnel signed the Executive Summary? Yes No

Is the Response to Previous Review complete? Yes No

*Comments:*

**Is the response to each criterion adequate, or is more information needed? *(Comment on each.)***

1.0 Functions and goals/AUOs Adequate More information needed

*Comments:*

2.0 Quantitative description of unit Adequate More information needed

*Comments:*

3.0 Internal variables affecting unit Adequate More information needed

*Comments:*

4.0 External variables affecting unit Adequate More information needed

*Comments:*

5.0 Evidence of unit’s effectiveness Adequate More information needed

*Comments:*

6.0 Student success Adequate More information needed

*Comments:*

7.0 Other comments and concerns Adequate More information needed

*Comments:*

**Are the following included? Is supporting evidence contained within the review? (*Comment on each*.)**

8.0 Unit Recommendations Included  Not Included

Supported Partially Supported Not Supported

*Comments:*

9.0 Annual Program Review Snapshot Included  Not Included

Supported Partially Supported Not Supported

*Comments:*

10.0 Executive Summary Included  Not Included

Supported Partially Supported Not Supported

*Comments:*

**Reader’s Recommendation**

This report is acceptable as submitted.

*Comments:*

This report must be modified and resubmitted by (insert date here) before a recommendation can be made. **NOTE: Only reports approved by the Academic Affairs Administrative Units Program Review Committee will be considered in resource allocation (i.e. budget prioritization, Faculty Hiring Prioritization, etc.).**

*Comments:*