

## **PREPARING THE SELF-EVALUATION REPORT**

The following are guidelines for preparing for a self-evaluation report:

### **THE EVIDENCE BASE**

The self-evaluation document should be factual, explicit and should indicate its data sources. It should include evidence from, and make reference to, the following:

- Faculty handbooks
- Annual Faculty Reviews
- External Examiners' reports
- Student recruitment, admission, progression and completion data
- Reports and documents (if any) from accrediting or other bodies
- Feedback from former students and their employers;
- Data on the first destination of graduates;
- Comparability with other higher education institutions or other external benchmarks
- Internal policy and review documents, as appropriate

The following documents, *inter alia*, should be referred to/included in the document pack to accompany the report:

- Overview of the work of the Faculty
- Staff handbook
- Faculty handbook
- Student handbook
- Program handbooks
- Quality assurance handbook
- Annual Faculty Reviews for the last three years for the Faculty under review
- Annual Faculty Review data
- External Examiners reports for the last three years
- Prospectuses and Faculty documentation
- Admission requirements
- Organizational chart
- Website screen prints

- Faculty strategic plan
- Record of staff development for the current academic year and the preceding two academic years
- Faculty policy documents and codes of practice on curricula, equal opportunities, learning, teaching, assessment, student support, marking and examinations, plagiarism and cheating, Boards of Examiners, External Examiners, appeals, disciplinary action, quality assurance, strategy and action plans.
- Summaries of studies regarding: (a) the effectiveness of the degree programs, and (b) the effectiveness of graduates
- Evidence that annual goals are set and that assessment of success occurs
- Summaries of studies of alumni and former students' satisfaction with their studies at the university
- Findings from surveys of student satisfaction
- Minutes of meetings of curriculum development bodies and advisory groups
- Instruments and procedures used to measure Faculty effectiveness
- Documentation of students' success in achieving Faculty outcomes
- Examples of assessment tools used to assess student achievements, attainments and competencies, and the 'value added' provided by the Faculty
- Any outside evaluation or accreditation reports that may relate to the Faculty
- Copies of the Faculty's student evaluation form and a summary of students' evaluations of faculty and courses
- Materials and pro-formas used in the academic development and reviewing process
- Summaries of grade/GPA distribution studies
- Copies of policies regarding admission and retention of students, remedial and support work, awarding of credit, and policies governing public service
- Evidence that the general education outcomes are integrated into the degree(s) requirements
- Reports and documents from external advisors and External Examiners
- Documentation of students' success towards achieving intended Faculty outcomes
- Faculty CVs