Date: [date]

To: Sarah Mangelsdorf, Provost and Vice Chancellor for Academic Affairs

From: [Name], Dean, [School/College]

Re: Final Summary of Review for:

* [Degree name] – [major] (a summary is to be provided for every program reviewed; a summary may include multiple programs or a summary for each program may be submitted separately)
* [Degree name] – [major] (include all degree/majors covered in this document)
* [Degree name]-[major]-[named option] (if relevant)
* [Certificate name] (if relevant)

The [Degree name] – [major] program review was completed by a review committee chaired by: [Name], [title], [department] with members: [Name], [title], [department]; [Name], [title], [department]. The review committee was charged with assessing the strengths and weaknesses of the program, recommendations for future directions, and [additional charges]. The [School/College] APC discussed and approved the review committee report on [meeting date]. Based on my review of their report and the APC response, I am providing the following executive summary of the program review:

Overview

[A summary of the review committee’s findings including an evaluation of the strengths and weaknesses for the program, or each program covered in the review if the review covered multiple programs.]

Recommendations

[Recommendations for future directions]

Follow Up

[Any requirements for follow-up reports that the dean may choose to make to the program – this section may be omitted]

Attachments

Review Committee Report

Program Response (if any)

Updated certificate implementation forms (if certificate programs were reviewed)

Copies

[Name], Chair, [program under review]

[Name], Chair, program review committee

Jocelyn Milner, APIR

Sarah Kuba, APIR

Bill Karpus, Graduate School [graduate programs only]

Parmesh Ramanathan, Graduate School [graduate programs only]

[additional copies]