

# Self-Study Report Instructions

## Academic Support Unit Reviews

### Introduction

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The purpose of the self-study is to guide you as you evaluate, envision, and document fundamental aspects of your unit in preparation for your scheduled unit review. Additionally, developing the self-study should involve a strategic view of the unit's history, current performance, and future direction. Writing the self-study report should include significant involvement and participation by various unit personnel.

The self-study report associated with the unit review process is an opportunity for you to:

- formally reflect on the purpose of your unit and its contributions to BYU;
- evaluate the effectiveness of your unit's strategic objectives;
- identify fundamental strengths and address opportunities for growth; and
- articulate future ambitions, directions, and strategies for success.

### Self-Study Template Instructions

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Respond to the prompts in each report section. The *Guiding Questions* within each section are to help you in the process of self-reflection; however, you do not need to provide written responses to those questions in the report. The grey *Guiding Questions* boxes should be deleted before submitting the final report. The report should generally be **15–20 single-spaced pages**, not including relevant appendices or attachments. The template page limit recommendations are intended to help you focus on the most important aspects of each section. Write the report using a **12-point font**. Heading styles templates have been created and **only page numbers should be updated in the Table of Contents**.

As part of the unit review process, your responses to the previous unit review report's recommendations are addressed in a short synopsis in Section II (see instructions in the template). You do not need to respond to all recommendations or suggestions from all reviewers; **focus on the 3–5 formal recommendations from the last review**. If you need a copy of previous review recommendations, contact the Office of Assessment & Planning.

The final version of your self-study report should be completed and submitted at least **six weeks prior to your unit review**. Email the completed self-study report to the Associate Director of academic support unit reviews. The report will be distributed by the Office of Assessment and Planning to external and internal reviewers, as well as to BYU administrators aligned with the unit. Please reach out to the Associate Director with additional questions you may have. Thank you for your efforts in this process.

### Contact Information

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