

# Academic Unit Reviews Internal Report Writing Guidelines

## Formatting

Please use the formatted Word document template (in shared Box folder) when writing the report. Note that under each of the content areas you will provide a brief summary of your commendations, concerns, and suggestions for improvement. These can be outlined as bullet points or in paragraphs.

## Content

The main body of the report consists of evidence (site interviews, student interviews, unit surveys, data tables generated as part of the self-study and/or external reviewers' report) that supports a strength/commendation, concern, or recommendation. Avoid trying to provide a comprehensive overview of what was heard during the on-site visit. In addition, balance the content of your report with what is already in the unit's self-study. Your final report will be bundled with the unit's self-study and external report; therefore, restating much of what is already in the self-study report is unnecessary. If you must include important contextual information from the self-study, it should be to support a commendation, concern, or recommendation in the report.

In the report you will provide 3 – 4 concise key recommendations for the unit based on evidence evaluated during the unit review. In developing recommendations, consider aspects that would likely have the greatest impact on the unit moving forward, help the unit to align better with the BYU strategic objectives, and/or most benefit the students, faculty, etc. in the unit. The recommendations are the points to which the unit leaders will respond through their academic channels, in the mid-cycle review in three years, and in their self-study in seven years.

## Confidentiality

Maintain participant confidentiality throughout the report. Do not directly quote individuals. Additionally, take care to avoid using language that might inadvertently identify individuals. Instead, note general issues or concerns about a particular topic.

## Tone and Accuracy

The report's tone should be professional without being critical or demeaning. The report should convey what is most helpful for the unit to engage in strategic thinking about where it can be in 3–5 years. Use careful, thoughtful language that best reflects the information gathered during the unit review. Carefully edit the final report for factual and grammatical accuracy.

## Length

Create a report that is as brief as possible while saying what is necessary. Do not include a description of the review process because it is generally the same every time; the Academic Vice President (AVP) and the AVP council reads all the reports, and the information can be redundant. It

is not necessary to repeat what is written in the unit's self-study UNLESS there is pertinent context that provides background for your conclusion or suggestion. The report's length should be no more than 8 pages.

## **Timing**

The external report is due two weeks after the unit review date. The internal report is due one week after receiving the external report.

It is strongly encouraged that the internal team begin writing the internal report within the first week after the unit review and then incorporate evidence from the external report once it is submitted. Adhering to due dates is important to enable the team to present the report at the assigned UARC meeting and to provide feedback to the unit in a timely manner.