



UPRS Suggestions for the Dean's Letter

The dean's letter should focus on the four areas below: curriculum, assessment, staffing and resources, and students. The analysis should address strengths and challenges/gaps the program faces in these areas, as well as how the dean has worked with the department to help them achieve goals and priorities. The dean should also offer suggestions for action items as related to the campus strategic plan for these four areas.

Curriculum

Dean should generally focus on the coherence, quality, and consistency of the program's curriculum.

Assessment

Dean should be attentive to the assessment being done by the department and whether it accurately addresses attainment of student learning outcomes.

Staffing and Resources

Dean should take note of the resources available to the program and whether they are able to provide a quality program with the level of resources available, both human and other.

Students

Dean should consider whether the program has evaluated the characteristics and needs of its student body and has developed plans to address challenges, gaps, and opportunities.

While the program review policy makes it clear that the department has an opportunity to respond to the dean's letter in a formal memo, it is recommended that the department faculty and dean meet if there are any concerns about the content of the dean's letter before the response is written.