

Administrative Unit Review Self-Study Guidelines

The self-study document is an opportunity for your unit to reflect on its mission, the services you provide, your strengths and challenges, and your future plans. The process of preparing a self-study creates a shared understanding for the unit. A well-prepared report will provide the advisors and Steering Committee a foundational understanding of your unit, ensuring that they are able to maximize the campus visit, and enabling them to provide you valuable feedback on your unit and operations.

The outline below should be used as a guideline and not a mandatory list of components. In completing the self-study document, address sections applicable to your unit only. The document should make significant use of tables, charts, and lists, supported by succinct narrative that provides context and highlights key conclusions. Excluding appendices, reports should ideally include no more than 25 pages. Please consider Kathryn Valenti, Strategic Planning Program Director, a partner throughout the process. Kathryn is available to assist in a variety of capacities and may be reached at kvalenti1@nd.edu or 631-0392.

Your self-study will be sent to the team of external advisors one month in advance of their campus visit. The following is a suggested timeline with dates you might want to target to ensure that you have sufficient time to work on each section and to enable your division leader, the Steering Committee, and the Office of Strategic Planning and Institutional Research (OSPIR) time to review the document and offer suggestions.

<<Date near end of week 3>>	II. Basic Facts and Background of the Unit
<<Date near end of week 6>>	III. Metrics and Benchmarking IV. Assessment of the Unit's Current State
<<Date near end of week 8>>	V. Future Plans VI. Appendices (not already developed) I. Executive Summary
<<Date near end of week 9>>	Document will be sent to your division leader and OSPIR for review
<<Date near end of week 11>>	Document will be sent to remainder of Steering Committee for review
<<Date near end of week 13>>	All recommended edits incorporated and final document sent to external advisors and Steering Committee

Please ensure your final document includes a table of contents.

- I. Executive Summary.** Give an overview of your report in 1-2 pages, highlighting key elements (e.g., primary/critical services you provide campus, significant challenges, future plans that will have significant impact on your operations).



II. Basic Facts and Background of the Unit. This section should include the facts about your unit, supported by any exhibits you deem appropriate. Please save all assessments of your unit and its operations for Section III.

- a. **Background of the Department.** Briefly explain how your unit arrived at its present configuration, highlighting key milestones and major changes in its formation.
- b. **Mission Statement and Strategic Goals.** If you have developed a strategic plan, please share the unit's mission statement and strategic goals. (If helpful, the full strategic plan can be included as an appendix).
- c. **Services.** Describe the services performed by the unit, organizing them into major categories and briefly describing the key services in each category. Also note the relative magnitude of the major categories (e.g., by department workload or by revenue generated). For each service, describe the following:
 - **Critical Partners in providing your major services.** Mention your key partnerships with other units at the University (or beyond Notre Dame as applicable) and indicate how the work is coordinated or whether there is overlap or duplication of services with other units.
 - **Customers or end-users of your unit's services.** List your customers (e.g., departments, divisions, organizations/groups outside of Notre Dame, etc.) and include some indication of the relative volume of support provided to each.
- d. **Resources**
 - **Personnel.** Include an organizational chart, supplemented with a table that includes titles, a short description of the key functions of each position-type, and the number of people in each position-type (including number of FTEs, if applicable). (Appendices should include an org chart showing how your unit fits into the larger University structure.)
 - **Financials.** Provide a line-item summary of the unit's budgeted and actual expenses (and revenues, if applicable) over the past five years. Add short descriptions or examples of line items, where helpful.
 - **Space.** Describe your unit's location(s) and space allocation.
 - **Equipment and Technology.** If applicable, describe the equipment and technology critical to your unit's operations.

III. Metrics and Benchmarking

- a. **Metrics.** Present the metrics (in charts, tables, etc.) you track to measure performance, providing the most recent five years of results and targets, as available. Comment on important trends, conclusions, or insights drawn from the data.
- b. **Benchmarking.** To which peers do you compare yourself? In your understanding, how similar is your unit to those at peer institutions? How does your unit compare to peers in terms of the services provided?

IV. Assessment of the Unit's Current State

a. Strengths and Challenges. Please prepare a brief self-assessment of your unit's strengths and challenges. Consider the major services you provide, as well as the relative strong and weak points in the general areas outlined below, as applicable. Please feel free to include your thoughts on any other areas you feel are relevant to the review.

- Talent and organizational structure
- Facilities, space, and equipment
- Technology
- Operational policies and procedures
- Budget and financial resources
- Risk management and safety
- Customer service

V. Future Plans. This section should provide insight into the future of your unit, based on goals you have already established (referenced in Section I) and/or emerging trends that will likely impact your operations.

- a. Trends.** Are there emerging trends at Notre Dame, in your field/industry, or nationally/globally that will significantly impact your unit? How do you plan to respond?
- b. Potential Growth.** Are there specific ways you expect your unit to grow in the next 3-5 years that are not already addressed in the Trends section? If so, what changes are anticipated? Why do you believe this growth will be necessary?
- c. Potential Discontinuation of Services.** Are there things (not already addressed in the Trends section) you are doing today that you do not anticipate doing 3-5 years from now or that you think will require less emphasis? Why do you believe you might make these changes?

VI. Appendices. Please include appendices, as applicable, that you believe will contribute significantly to the understanding of your unit and its operations. For example, organizational charts (illustrating how your unit fits into the University's overall organizational structure), major process flow charts, policies/procedures (you can provide links if the policies are available online).