

Guidelines for the Graduate Council/Undergraduate Council Review Report

In order to facilitate processing of the Academic Senate review report, please follow the general guidelines for the format and preparation of the review report.

Must have the following formatting:	Must have the following sections:
Spacing - single line paragraphs	Cover page and appendices: See example.
Font – Tahoma 10 or 11 point or Times New Roman 12 point	Title page: 20XX-XX Academic Senate Review of the Department of XXX
Bolds - emphasis of paragraph titles or headings	Introduction: Summary paragraph describing preparation of the report including self review report, site visit interviews, follow-up interviews.
Italics – publication titles (please do not underline)	Strengths and achievements: Sections on the faculty, student body, curriculum, research programs, and evaluation of the strengths and achievements as noted in Self Review and the site visit. Describe the areas that need improvement, and possible solutions. Include number of students and faculty and any other statistical information that describe the department.
Margins set at 1" (top, bottom, left and right sides) Justification – left	Goals and Plans: Long range planning for faculty recruitment, research development, course and program changes, student outreach, physical plant, staff resources, and equipment needs.
Page numbering: beginning on first page of report (not cover page)	Summary statement: Overall opinion of the department.
Headers or footers: name of department, e.g., XXXX-XX English Review Report	Prioritized Recommendations: Recommendations should be: <ul style="list-style-type: none"> ● Addressed to Administration (Academic Dean, Chancellor, EVC) or Department (Chair, Faculty) or both Administration/Department. ● Identified as essential or significant for the Administration/Department to resolve to maintain quality of the program. ● Referenced with the external and internal reviewers' reports and page numbers that support the recommendation. ● Followed by one-paragraph explanation of the Review Team's reasoning for the recommendation. ● Limited to a reasonable number of recommendations. ● Final Recommendation: The Graduate and Undergraduate Councils recommend the next review be scheduled for AY 20XX-XX pending a satisfactory progress review report. Alternatively, recommendation may be an internal review to be scheduled.
Spelling and grammar checked (Please make sure if you are importing a document from email that you have checked all the formatting and made the necessary corrections)	
Programs – Microsoft Word, or Excel if you have tables is preferred.	
Email documents to the Undergraduate and Graduate Council Analysts. Judith Lacertosa: jlacertosa@senate.ucla.edu Kyle Cunningham: kcunningham@senate.ucla.edu	Committee signature – All reports must have each internal review team members' name, department, Council affiliation, Chair designation, in alphabetical order (title case), and the date of the draft report.

These are general guidelines that can be adapted to the specific needs of the department/program under review. If you have any questions, please do not hesitate to contact Linda Mohr, 310-206-2470.