# **RECOMMENDED FORMAT FOR THE LAY SUMMARY DOCUMENT**

*The Lay Summary document is intended to provide an overview of a unit’s Academic Unit Planning process thus far (Self-Study, Panel Visit, Panel Report, Unit Response to Panel Report, and Action Plan), and is published online via the* [*VP (Academic) website*](https://www.mun.ca/vpacademic/academic-unit-planning-reports/)*. This document should be NO LONGER than two pages. In cases where acronyms are used, the full phrase should be spelled out with the acronym in parentheses. The summary should provide enough information for people within and outside the university to understand the process, and should include timelines and high-level details of each step thus far.*

**Timeline**

**Launch semester**: *please note the semester and year in which the AUP process began for your unit.*

**Action Plan approval**: *please note the semester and year in which the action plan for your unit was approved.*

1. **Self-Study Process**

*Briefly describe the process undertaken to develop your Self-Study document, as well as the recommendations or priorities that were highlighted in the Self-Study Report.*

1. **Panel Review**

*Briefly describe the panel process and highlight recommendations brought forward by the panel.*

1. **Unit Response and Action Plan**

*Briefly describe the highlights of your unit response to the panel report.*

*Briefly describe the actions and timelines outlined in your action plan.*