# **RECOMMENDED FORMAT FOR THE PANEL REPORT**

*The following provides topic areas and questions that the panel should focus on in their report. While the diversity of disciplines in the University will mean that not all topics will apply in the same way to every Unit and program, the following areas will normally be addressed:*

**Executive Summary**

Provide a one-page executive summary of the report for publication on the Vice-President (Academic) website.

1. **Panel Visit Overview**

Briefly outline the details of the panel visit, including (1) dates of the panel visit, (2) panel members and (3) the types of stakeholders consulted during the panel visit (for example, faculty, staff, students, external stakeholders).

1. **Strategic Objectives**
* What are the strategic objectives of the Unit?
* To what extent are stated Unit objectives being met? What is the evidence for these achievements?
* How does the Unit support the mission and objectives of the University and other programs within the University? i.e. alignment with the University’s Strategic Frameworks <http://www.mun.ca/president/initiatives/frameworks.php> and other planning documents within the University.
* How are the efforts of the Unit focused upon achieving the level of excellence (provincial, national, international) to which the Unit aspires?
1. **Undergraduate Program**
* How well is the Unit performing its undergraduate teaching and learning function?
* Is the curriculum sufficiently comprehensive and rigorous compared to similar programs in Canada and elsewhere?
* Are the grading norms consistent with those used in similar programs in Canada and elsewhere?
* Is the Unit properly staffed to fulfill its undergraduate responsibilities?
* Are classes the appropriate size to accomplish its teaching and learning goals?
* Is there sufficient demand from students for the program?
* How competitive are the Unit's undergraduate programs nationally and regionally in attracting and retaining qualified students?
* Are recruiting and retention opportunities being maximized, both by the Unit and by the University?
* Does the University supply the library resources, computing and laboratory facilities, and other resources necessary to support the undergraduate program?
* Is the Unit fulfilling its service responsibilities to other Units in the University and/or community?
1. **Graduate Program**
* How effective is the Unit in performing its graduate teaching, learning and supervision responsibilities?
* Is the research and scholarly productivity of the Unit's faculty appropriate to its graduate responsibilities?
* Are the graduate programs’ admissions criteria appropriate?
* How successful are the Unit's graduate programs nationally and regionally in attracting and retaining qualified graduate students?
* Is the curriculum sufficiently comprehensive and rigorous compared to similar programs in Canada and elsewhere?
* Are the assessment standards consistent with those used in graduate programs in Canada and elsewhere?
* Is financial support for students at a level appropriate for the scope of graduate education activities desired within the Unit?
* Is the Unit appropriately resourced to action its responsibilities with respect to graduate programs?
* Does the University supply the library resources, computing and laboratory facilities, and other resources necessary to support the graduate program?
1. **Faculty Research and Scholarship**
* Is the balance of research, creative activity, and scholarship of the faculty appropriate for providing first-rate academic programs?
* How does the Unit rank among those in similar institutions regarding research productivity and quality, external funding, academic programs and teaching loads?
* Are research facilities and library resources sufficiently supportive of faculty research and scholarly activities?
* Are faculty generating external funding up to their full potential?
* Are there potential barriers to research success within the Unit?
* Are there opportunities that may contribute to future research success for the Unit?
1. **Public Engagement and University Collaboration**
* Is the Unit fulfilling opportunities to engage with and support the community?
* Is the Unit, where appropriate, effectively introducing students to professional community service opportunities?
* Are the faculty and staff engaged in regional, national and international professional organizations?
* Are faculty and staff engaged in relationships with business, government, cultural, or other relevant communities?
* Does the Unit effectively reinforce the goals of other Units?
* Do its members encourage and contribute to interdisciplinary activities?
* Should the Unit apply its efforts and resources in new or different ways in order to enhance its role within the University?
* What role are faculty playing in the University's research centers, interdisciplinary research groups, collaborating teaching initiatives and external partnerships?
1. **Organizational Structure and Unit Resources**
* How effective and appropriate is the Unit’s organizational structure and policies and procedures?
* Are promotion and tenure policies appropriate to the Unit's mission and aspirations?
* How successful is the Unit in implementing University employment equity policies?
* Are faculty and staff workloads equitable and appropriate to the Unit's missions?
* Are administrative decisions made and administrative tasks carried out efficiently and effectively?
* Does the reporting structure ensure managerial efficiency and administrative effectiveness within the Unit?
* How well are faculty and staff resources being used?
* Is the Unit receiving adequate resources from its Faculty and from the University at large?
* Are its facilities adequate? (Attention should be paid to space, equipment, computing, laboratory, library resources, etc.)
* Is the Unit adequately staffed?
* If the Unit has made requests for additional resources, which requests does the Panel support and why?
* How might the Unit's resources be redistributed to realize its goals and those of the University?
1. **Overall Assessment**
* Are the objectives of the Unit appropriate to the mission of the University?
* Is the Unit trying to do too much?
* What opportunities exist that may allow the Unit to better meet their objectives and strategic goals?
* What potential changes or enhancements could be implemented by the Unit, faculty, staff and administrators to better meet objectives?