

Best Practices: Unit Response to the Committee Report

OVERVIEW

One to two months after the site visit, the Graduate School will distribute the Review Committee Report to all stakeholders, including the unit being reviewed. The unit being reviewed, in collaboration with its Dean/Chancellor/Vice Chancellor, will develop a written response.

The unit response offers a unit's leadership the opportunity to formally respond to the recommendations contained in the review committee's report. This document is then included in Graduate School Council discussion of the review. It is also archived with the review materials on the Graduate School's program review archive, which are shared during the next program review.

Length and Format

The Unit Response should be on department letterhead, include a date and from whom the response is coming, e.g. the name of the department chair and any other contributors. It should be sent electronically to the Office of Academic Affairs and Planning at progrev@uw.edu.

There is no formal requirement of length or structure. Often, departments submit 1-5 pages.

Things to Consider when Writing the Unit Response

The department may outline any perspective they want to share in the context of the review. Some respond to each individual recommendation, while others respond in summary. It might include any of the following:

- Agreement or disagreement with any of the statements contained in the report
- Any updates the unit has regarding any of the topics in the report
- Short- or long-term plans based on findings through the evaluation process
- When preparing a unit response, departments are advised to share the review committee report among members of the unit, taking their input into consideration.
- The Office of Academic Affairs and Planning will circulate the Unit Response to the Dean-level leadership of the unit, for a chance to provide additional feedback.
- The Office of Academic Affairs and Planning will distribute the Unit Response to the review stakeholders represented at the exit discussion.