LSU | Office of Institutional Effectiveness

INTERNAL PANEL REPORT TEMPLATE

Name of Academic Unit

Date of Report

List names and units of review team members

Narrative:

A. **INTRODUCTION:** Short introductory paragraph – indicate resources reviewed and individuals or groups interviewed and dates of those interviews.

B. **PROGRAM STRENGTHS:** Identify strengths of the unit/program (considering strategic planning, curriculum and assessment, faculty, students, diversity, research productivity, outreach and partnerships, supporting resources, and programs of teaching, research and service).

C. **PROGRAM CHALLENGES:** Identify challenges facing the unit/program (considering all of the above-noted areas, as appropriate).

D. **RECOMMENDATIONS:** Provide recommendations to resolve the challenges and/or to strengthen the unit/program(s). Please consider and organize your recommendations into two broad categories: (1) Revenue Demanding Recommendations; and (2) Revenue Neutral Recommendations. Each recommendation should be a focused, one-sentence statement (e.g., "It is recommended that…"); elaboration of recommendations is not needed, because they should be based on information already provided in the report.

E. **INTERVIEW PROTOCOLS:** Provide as an appendix the list of interview questions the panel may have used in the review.

The report should specifically address the external reviewer's report and/or recommendations. Upon the request of the internal review panel, an online (Zoom) meeting may be scheduled, either prior to and/or following your review, with the external reviewer to discuss his/her report and/or any other questions regarding discipline-specific issues about which the reviewer would be most knowledgeable.

The report should be double-spaced and limited to 10 pages (excluding any appendices). In the first page header, include date of report and in subsequent headers include date of report and name of unit. Insert the page number at the bottom, center of all pages.