

**Outline for Five-Year Assessment and Program Evaluation Report**

**Department:** \_\_\_\_\_

**I. Briefly describe how the department's/program's strategic plan is related to the college's/school's mission, goals and strategic plan as well as the University's mission and goals.**

**A. Student Profile (data on majors for past 3 years, including the current academic year)**

**1. Admission Requirements (SAT scores and high school GPA). If the program does not have an admission requirement, include the average SAT and high school**

GPA: Fact Book (<http://qed.ncat.edu/ir&p/availabl.htm>)

<b>Table 1: Student</b>			
<b>Year</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Data</b>	<b>Average High School GPA</b>	<b>Average SAT or ACT Score</b>	<b>Enroll -ment</b>

1. Total enrollment in department and program: Fact Book (<http://qed.ncat.edu/ir&p/availabl.htm>)

<b>Table 2: Number of Majors (AY 2005-2006 to AY 2007)</b>				
	Undergrad Male	Graduate Female	Male	Female
<i>Degree Program</i>				
Fall 2005				
Fall 2006				
Fall 2007				
<i>Degree Program</i>				
Fall 2005				
Fall 2006				
Fall 2007				
<i>Degree Program</i>				
Fall 2005				
Fall 2006				
Fall 2007				
<i>Degree Program</i>				
Fall 2005				
Fall 2005				
Fall 2007				
<i>Degree Program</i>				
Fall 2005				
Fall 2006				
Fall 2007				
<i>Degree Program</i>				
Fall 2005				
Fall 2006				
Fall 2007				

1. Number of majors in the Honor's Program

<b>Table 3: Honor Program Participants (AY 2005-2006)</b>							
<b>Programs</b>	<b>Total</b>	<b>Fall 2005</b>	<b>Spring 2006</b>	<b>Fall 2006</b>	<b>Spring 2007</b>	<b>Fall 2007</b>	<b>Spring 2008</b>
	<b>Total</b>						

1. Number of transfers (average admission GPA) : Fact Book  
(<http://qed.ncat.edu/ir&p/availabl.htm>)

<b>Table 4: First Time Transfer Student</b>						
<b>First Time Transfer</b>	<b>AY '05-'06 Transfers</b>	<b>AY '05-'06 Avg GPA</b>	<b>AY '06-'07 Transfers</b>	<b>AY '06-'07 Avg GPA</b>	<b>AY '06-'07 Transfers</b>	<b>AY '06-'07</b>

1. Progression requirement (if applicable): Explain the departmental policy for students continuing in the major, if applicable.

A. Academic Major/Program (past 3 years)

1. Results of any licensure examinations (for a three-year period)

<b>Table 5: Results of Licensure Exams (AY 2005-2006 to 2007-2008)</b>			
	<b>AY 2005-2006</b>	<b>AY 2006-2007</b>	<b>AY 2007-2008</b>
<b><i>Name of exam</i></b>	Passed % ___ Failed % ___	Passed % ___ Failed % ___	Passed % ___ Failed % ___
<b><i>Name of exam</i></b>	Passed % ___ Failed % ___	Passed % ___ Failed % ___	Passed % ___ Failed % ___

2. Accreditation reviews

Name of association:

Outcome:

Level of approval:

Required follow up, summarized:

Year of next review:

3. Program reviews (outside consultants)

Years reviewed:

Describe process and results:

4. Retention and graduation rates: copy from the Factbook at  
<http://qed.ncat.edu/ir&p/gradretn.htm>

5. Results of alumni surveys

6. Continuing education and employment

<b>Table 7: Continuing</b>					
	<b>Number of Graduates</b>	<b>Continuing Education</b>	<b>Private Sector</b>	<b>Public Sector</b>	<b>Seeking Employment</b>
<b>AY '05-'06</b>					
<b>AY '06-'07</b>					
<b>AY '07-'08</b>					

7. Results of employer surveys (if available)



8. Evaluation of student experiences

9. Discuss the analysis of retention trends in your department/program

## II.

### Faculty Development and Quality

- A. Faculty personnel policies regarding appointment, promotion, tenure and merit salary. The below description is from the Faculty Handbook. If there are additional departmental policies, please provide an attachment.

#### Tenure and Promotion Sub-Committee Report

##### B. Committees of the Faculty – Elected

##### 2. Faculty Reappointments, Promotions, and Tenure – School/College Committee

Each School/College Committee on Faculty Reappointments, Promotions, and Tenure is responsible for reviewing the recommendations from the department within the School/College with respect to the academic merits of the faculty member and taking into consideration the criteria which are published in other parts of the Handbook (specifically Appendices C and G) and/or other relevant criteria as promulgated by the individual School/College. The department tenured faculty and chairpersons shall deliberate as a committee and submit a written report. The School/College committee shall then recommend in writing to the dean appropriate action with respect to reappointment, promotions, and tenure. If the dean's recommendation is in opposition to the majority opinion of the committee, the dean is required to express orally and in writing to the committee a detailed justification for the opposition to the majority opinion of the committee within ten (10) working days. After consultation with the dean, the committee may write a second letter to be included in the applicant's package. The dean will only forward the entire package inclusive of all written recommendations if the package is supported by two of the three levels of review (department promotion and tenure committee, School/College promotion and tenure committee, and dean) along with the dean's recommendation, be it favorable or not, to the next level.

The review of this committee is restricted to the evaluation of the faculty member's application with respect to satisfying the criteria for reappointment, promotion, and tenure. The scope of this review is limited to the professional qualification, professional performance, and potential professional contributions to the University. These guidelines pertain exclusively to teaching faculty.

Each School/College Committee on Faculty Reappointments, Promotions, and Tenure shall consist of a minimum of five faculty members. The election of the Committee members shall be within the province of the faculty of the School/College. Each committee member shall have permanent tenure and shall be elected by the School/College faculty from the professional ranks of professor, associate professor, and assistant professor. If the number of departments in the School/College is less than five each department will have at least one representative. If the number of departments in the School/College is more than five, no department shall have more than one representative. The exception is when the department has no eligible faculty.

The Committee shall elect from its membership a chairperson, a vice-chairperson, and a secretary. If the School/College Committee on Faculty Reappointment, Promotions and Tenure, and the dean, need further information related to the applicant, they should consult a source qualified to provide the required information.

##### 3. Faculty Reappointments, Promotions, and Tenure-University Committee

The University Committee on Reappointments, Promotions, and Tenure is responsible for reviewing all recommendations from all School/College Deans and the Director of the Library Services with respect to reappointments, promotions, and tenure and shall recommend appropriate action to the Vice Chancellor for Academic Affairs. All applications for and recommendations on reappointment, promotion and tenure shall be submitted to the committee on or before the second Friday in January of each year.

The University Committee on Reappointments, Promotions, and Tenure shall consist of two elected faculty members from each School/College and two from the Library. Elected members shall be from different departments except the School of Nursing and the Library. Members shall have permanent tenure and shall be elected for a term of two years not to exceed two consecutive terms by their respective Schools/Colleges by the faculty from the following professorial ranks: professor, associate professor, and assistant professor. No department chairperson, division director, school/college dean, associate or assistant dean, or other administrative officer may serve on this committee or vote in committee member elections. In the event that an unexpected vacancy occurs, the faculty of the School/College/Library having the vacancy shall elect an eligible faculty member to complete the unexpired term. The Committee shall elect from its membership a chairperson, a vice-chairperson, and a secretary.

In relation to applicants for tenure, this review is not for the purpose of judging the professional qualifications of the applicant. The scope of this review is restricted to determining whether the University has the resources to support the application, and whether a positive recommendation concerning the application is consistent with current University goals. Such factors as the following are considered in this review: enrollment trends, needs in critical areas of specialization, and results of program audit and review. Prior to deliberations the vice-chancellor shall supply the committee with information about tenure density and enrollment trends. In regards to application for promotion, and following review by the School Committee, the University Committee is to review the applicant's professional qualifications in relation to the comparability of qualifications with previous applicants and consistency with those at the same rank throughout the University.

From the Faculty Handbook – under revision

A.

Faculty profile (distributed by):

1.

Highest degree earned

<b>Table 8 Highest Degree Earned</b>					
<b>Highest Degree Earned</b>	<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>	<b>Adjunct Research Professor</b>	<b>Total</b>
Ph. D.					
Ed. D.					
Masters					

2. Rank and tenure

<b>Table 9 Rank and Tenure of Faculty for AY 2007-2008</b>				
	<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>	<b>Adjunct Research Professor</b>

3. Age ranges (do not include faculty names)

<b>Table 10 Age Range of</b>					
<b>Age Range</b>	<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor</b>	<b>Adjunct Research Professor</b>	<b>Total</b>
21 – 30					
31 – 40					
41 – 50					
51 - 60					
61 - 70					
<b>Total</b>					

4. Gender

<b>Table 11 Gender of Faculty for AY 2007</b>		
<b>Male</b>	<b>Female</b>	<b>Total</b>

5. Faculty race, ethnicity and/or national origin

<b>Table 12 Racial, Ethnic or National Origin</b>			
<b>Academic Year</b>	<b>AY 2005-2006</b>	<b>AY 2006-2007</b>	<b>AY 2007-2008</b>
<b>Race</b>	<b>Female/Male</b>	<b>Female/Male</b>	<b>Female/Male</b>
<b>African</b>			
<b>African American</b>			
<b>Afro-Caribbean/West Indian</b>			
<b>American Indian or Alaska Native</b>			
<b>Asian or Pacific Islander</b>			
<b>Caucasian (non-Hispanic)</b>			
<b>Hispanic or Latino</b>			

III. Progress Toward University's Mission

A. Access (3 years)

1. Enrollment patterns and trends (undergraduate and graduate students, where applicable, provide age, sex, race)

<b>Table 13 Total Student Enrollment / AY 2005</b>			
<b>Semester/Year</b>	<b>Undergraduate</b>	<b>Graduate</b>	<b>Total</b>
Fall 2005			
Spring 2006			
Fall 2006			
Spring 2007			
Fall 2007			
Spring 2008			
<b>Total</b>			

2. Enrollment of undergraduate transfers

<b>Table 14 Undergraduate</b>			
	<b>AY 2005-2006</b>	<b>AY 2006-2007</b>	<b>AY 2007-2008</b>
<b>Total Transfers</b>			

3. Enrollment in degree-credit distance learning

<b>Table 15 Students Enrolled in</b>			
	<b>AY 2005-2006</b>	<b>AY 2006-2007</b>	<b>AY 2007-2008</b>
<b>Total Classes</b>			

1. Awarding of degrees (past 3 years)

<b>Table 16</b>			
<b>Graduate and</b>	<b>Undergraduate</b>	<b>Graduate</b>	<b>Total</b>
<b>AY 2005-2006</b>			
<b>AY 2006-2007</b>			
<b>AY 2007-2008</b>			

A. Faculty Development (description of these activities over a three-year period)

1. Discovery and engagement

<b>Table 17 Discovery and Engagement (AY</b>			
<b>Category</b>	<b># Applications</b>	<b># Awards (\$ Amounts)</b>	<b>Total</b>
<b>Organized Research</b>			
<b>AY 2005-2006</b>			
<b>AY 2006-2007</b>			
<b>AY 2007-2008</b>			
<b>Public Service</b>			
<b>AY 2005-2006</b>			
<b>AY 2006-2007</b>			
<b>AY 2007-2008</b>			
<b>Community Service</b>			
<b>AY 2005-2006</b>			
<b>AY 2006-2007</b>			
<b>AY 2007-2008</b>			

2. Other scholarly and creative activities (publications, presentations, portfolios, exhibits, performances, etc.)

A. Interdisciplinary Activities