



COUNCIL ON UNDERGRADUATE RESEARCH PROGRAM REVIEW APPLICATION CHECKLIST

INFORMATION TO BE SUPPLIED BY THE COLLEGE/UNIVERSITY ADMINISTRATION:

- AAUP Salary Ranges and Starting Salaries for Faculty Ranks
- Recent Levels of Internal Support for Start-Up Costs, Research, Equipment, and Faculty Travel Funding for the Dept/Division
- Statement of Goals for the Department and/or Division
- Name, Title, Address, Telephone and Fax Number of:
 - Department Chair/Head
 - Dean or Division Head
 - Designated administrative contact person, (if different than above)
- Last Fall Total Undergraduate Enrollment
- Last Fall Total Graduate (M.S.) Enrollment
- Description of Sabbatical Leave and Other Faculty Development Programs

INFORMATION TO BE SUPPLIED BY THE DEPARTMENT:

Personnel:

- Vitae of each Faculty Member; include grants received, publications (indicate names of undergraduate co-authors)
- Four to Five Year Listing of Teaching Loads (total contact hours per week) of all Individual Faculty Members (all courses and laboratory sections)
- A List of Technical/Clerical Support Staff members with List of Responsibilities
- A Description of any Release Time/Teaching Credit Programs for Chairs, for Directed Research, for New Tenure-Track Faculty Members, or any other faculty members
- A Description of the Role, if any, of Teaching Assistants (MS Graduate or Undergraduates)

Department:

- A Narrative Statement of Departmental Goals and Recent History
- A Description of the Role of the Department within the Division/College of Science
- Four to Five Year Listing of Enrollments in all Courses and Laboratory Sections
- Four to Five Year Listing of Departmental Graduates, Honors Received and Post- Baccalaureate
- A Description of the Departmental Seminar Program, if any
- A Listing of Library Journal Subscriptions in the Discipline (and related disciplines)
- A List of Computer Data Bases or Search Facilities Available to Students/Faculty
- A List of Science Library Staff

Curriculum:

- Course Syllabi (most recent for each course taught; include multiple sections if sections differ substantially)
- College Catalogue or Bulletin
- Suggested Program Outlines for the Major and the Minor, if one exists
- Description of Recent Curricular Modifications and their Impact



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Budget:

- 4-5 Year Listing of Departmental Budget Line Items
- 4-5 Year Listing of Departmental Library Journal and Book Budgets
- 4-5 Year Listing of Internal Research Support

Equipment and Facilities:

- Departmental Building Space in Square Feet (also indicate % available for research)
- Description of Multimedia and other Instructional Technology routinely available
- Description of Animal Husbandry and Greenhouse Facilities (if they exist)
- Description of Other Specialized Facilities (e.g., darkrooms, NMR room, laser lab, etc.)
- Description of Safety Equipment, Safety Program, etc
- Major Instrumentation--List Up To 10 Instruments and Year of Acquisition
- 4-5 Year Listing of Departmental Budgets for Capital Equipment Acquisition and Maintenance (including computers)
- 4-5 Year Listing of Departmental Equipment Grants (list external source & amount)

Undergraduate/Graduate Research:

- 4-5 Year Listing of Internal Research Support (any source within the school for research activity)
- 4-5 Year Listing of Summer Research Projects, Including Topic, Supervisor, Student, Graduation Year of Student, and Source(s) of support
- 4-5 Year Listing of Departmental Research Grants (grants from external sources that are not specific to an individual research program)
- 4-5 Year Listing of Academic Year Independent (Directed Research) Projects Supervised by Your Faculty
- Representative copies of recent Independent Studies and/or MS theses

Opportunities and Problems:

(This section is borrowed, with permission, from the booklet "AAPT Guidelines for the Review of Baccalaureate Physics Programs")

- What Opportunities Do You See For Improving Your Departmental Program?
- What are the Most Critical Problems Facing Your Program?
- If Additional Resources Could Be Devoted to Your Departmental Program, in What Order Would You Address the Opportunities or Problems Identified Above?