

Appendix B

Program Enhancement Plan (PEP) – Peer Review Expectations and Rubric

Sufficiency of the PEP Scope and Significance

- Potential for significant impact on the program and its academic quality.
- Alignment with the mission, vision, and strategic plans of the university, college, and unit
- Connection with the program’s planning processes.
- Evidence of significance and relevance at this time.

Clarity of the PEP’s Purpose

- Clear purposes and goals reflect the scope and significance of the PEP.
- Defined milestones and intended goals by providing tasks, resources (financial, technological, and human), and progress indicators for each milestone and intended goal.
- Clear processes for evaluating progress.

Evidence of Commitment to and Capacity for Accomplishing the PEP

- Commitment of senior leadership.
- Commitment and involvement of key people and groups.
- Sufficiency of the human, financial, technological, and other resources to the plan and timeline.
- Defined plan for integrating the PEP into the ongoing work of the program and sustaining its results.
- Clear understanding of and capacity to address potential obstacles.

Appropriateness of the Timeline for the PEP

- Consistency with intended purposes and goals.
- Alignment with the implementation of other program, departmental, and institutional priorities.
- Reasonable implementation plan for the time period.

	1	2*	3	4†	5
Scope and Significance	<ul style="list-style-type: none"> a) It is unclear how the PEP will make an impact on the program and its academic quality. b) Is not aligned with the mission, vision, and strategic plans of the university, college, and unit. c) Is not connected with the program's planning processes. d) There is no evidence of significance and relevance at this time. 		<ul style="list-style-type: none"> a) Has potential to make some impact on the program and its academic quality. b) Is somewhat aligned with the mission, vision, and strategic plans of the university, college, and unit. c) Is partially connected with the program's planning processes. d) There is some evidence of significance and relevance at this time. 		<ul style="list-style-type: none"> a) Has potential to make significant impact on the program and its academic quality. b) Is fully aligned with the mission, vision, and strategic plans of the university, college, and unit. c) Is fully connected with the program's planning processes. d) There is evidence of significance and relevance at this time.
Clarity	<ul style="list-style-type: none"> a) The goals and purposes of the PEP are not clear and/or do not reflect the scope and significance of the PEP. b) The milestones and intended goals are unclear, not included, and/or unplanned; minimal or no tasks, resources, or progress indicators were provided. c) The processes outlined for evaluating progress are unclear or not included. 		<ul style="list-style-type: none"> a) The goals and purposes of the PEP are somewhat clear and seem to mostly reflect the scope and significance of the PEP. b) The milestones and intended goals could be made clearer and were somewhat planned; some tasks, resources, or progress indicators were provided. c) The processes outlined for evaluating progress could be made clearer. 		<ul style="list-style-type: none"> a) The goals and purposes of the PEP are clear and reflect the scope and significance of the PEP. b) There are clearly defined milestones and intended goals and were planned; sufficient tasks, resources, or progress indicators were provided. c) There are clear processes outlined for evaluating progress.
Evidence of Commitment and Capacity	<ul style="list-style-type: none"> a) There is no mention of commitment from senior leadership. b) There is limited commitment and involvement of key people and groups. c) The human, financial, technological, and other resources described are not enough to ensure the success of the plan and timeline. d) The plan for integrating the PEP into the ongoing work of the program is not sufficient or not described. e) The PEP and its results do not seem sustainable. f) There is no understanding of or capacity to address potential obstacles. 		<ul style="list-style-type: none"> a) There seems to be some commitment of senior leadership. b) There seems to be some commitment and involvement of key people and groups. c) The human, financial, technological, and other resources described could be bolstered to aid in the success of the plan and timeline. d) The plan for integrating the PEP into the ongoing work of the program could be improved upon. e) The PEP and its results seem to be somewhat sustainable. f) There is somewhat of an understanding of and capacity to address potential obstacles. 		<ul style="list-style-type: none"> a) There is clear commitment of senior leadership. b) There is clear commitment and involvement of key people and groups. c) The human, financial, technological, and other resources described are sufficient for the success of the plan and timeline. d) There is a clearly defined plan for integrating the PEP into the ongoing work of the program. e) The PEP and its results are sustainable. f) There is a clear understanding of and capacity to address potential obstacles.
Appropriateness of Timeline	<ul style="list-style-type: none"> a) The intended purposes and goals are not reflected in the timeline. b) The proposed timeline does not align with the implementation of other program, departmental, and institutional processes. c) The implementation plan is unreasonable for the time period described. 		<ul style="list-style-type: none"> a) The intended purposes and goals are only somewhat reflected in the timeline. b) The proposed timeline somewhat aligns with the implementation of other program, departmental, and institutional processes. c) The implementation plan is somewhat reasonable for the time period described. 		<ul style="list-style-type: none"> a) The intended purposes and goals are consistent with the timeline. b) The proposed timeline aligns well with the implementation of other program, departmental, and institutional processes. c) There is a reasonable implementation plan for the time period described.

*Exhibits a mix of characteristics of '1' and '3'

†Exhibits a mix of characteristics of '3' and '5'