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| **Program Review**  **Department Response Report** |
| University of Tennessee  [Department Name] |
| Division of Student Life |
| **[Date of visit]** |

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# Program Review Process

### PRE-VISIT

[Provide a brief summary of actions taken to prepare the External Program Review Team (EPRT) for their on-site visit.]

### ON-SITE VISIT

[Provide a brief summary of the events that took place during the on-site visit.]

### POST VISIT

[Provide a brief summary of events after the on-site visit.]

# External Program Review Team

### LEAD PROGRAM REVIEW TEAM MEMBER

[Provide a rationale for placing them as lead reviewer along with professional biography.]

### PROGRAM REVIEW TEAM MEMBER

[Provide a professional biography]

### PROGRAM REVIEW TEAM MEMBER

[Provide a professional biography]

# External Review Team Recommendations

### RECOMMENDATION ONE

[Enter text here]

### RECOMMENDATION TWO

[Enter text here]

### RECOMMENDATION THREE

[Enter text here]

# Department Response to Recommendations

### RECOMMENDATION ONE

[Please address each recommendation with the following details:

a. Specific action steps that are needed to reach each goal.

b. Metrics to measure progress

c. Timeline for completion (include Start and End dates)

d. Responsible parties

e. Implementation strategy

f. Evaluation process]

### RECOMMENDATION TWO

[Please address each recommendation with the following details:

a. Specific action steps that are needed to reach each goal.

b. Metrics to measure progress

c. Timeline for completion (include Start and End dates)

d. Responsible parties

e. Implementation strategy

f. Evaluation process]

### RECOMMENDATION THREE

[Please address each recommendation with the following details:

a. Specific action steps that are needed to reach each goal.

b. Metrics to measure progress

c. Timeline for completion (include Start and End dates)

d. Responsible parties

e. Implementation strategy

f. Evaluation process]

NOTE: If a recommendation is not implemented, please provide a rationale

NOTE: Please copy/paste this content into the text box titled “Department Response” in Compliance Assist.

# Concluding Comments

### HEADING

[Enter text related to the department’s strategic planning process and intended timeframe for implementation]

# Appendix

### Appendix A: DEPARTMENT IMPLEMENTATION PLAN AND TRACKING SPREADSHEET