Dean’s Impact Statement Checklist

The checklist below serves as a guideline for deans/associate deans to build the narrative for the impact statement and identify the overall programmatic needs of the program under review.

☐ University Mission
  • Explain how the program aligns with the university’s mission.

☐ College Goals and Objectives
  • Explain how the program aligns with the college’s goals and objectives.

☐ Staffing
  • Program’s current year faculty workload and support positions (i.e., clerical, technical, etc.) are sufficient to staff and support the program? Yes ☐ No ☐
  ◆ If yes, include a detailed description of existing resources (staffing, faculty workload, technical experts, etc.) available to support the proposed new program.
  ◆ If no, include a description of workload or support needed and how it will be acquired (source).

☐ Expertise
  • Required expertise available among existing faculty Yes ☐ No ☐
  ◆ Please explain fully and attach.
  • Faculty would have to be recruited? Yes ☐ No ☐
  ◆ If yes, include position description(s) needed to recruit faculty to teach in the program.

☐ Facilities
  • Are special/additional facilities required for the program? Yes ☐ No ☐
  ◆ If yes, are they currently available? Please provide detailed description of available facilities including location and number of students that the area will accommodate.
  ◆ If no, describe (a) required facilities, (b) plans for acquisition, and (c) estimated cost.

☐ Equipment (Include computers, server allocation, laboratory equipment, etc.)
  • Program’s current equipment is sufficient to support the program? Yes ☐ No ☐
  ◆ If yes, please describe equipment available to support the program.
  ◆ If no, describe additional equipment needed, how it will be funded and maintained, and where it will be housed.

☐ Library Resources
  • Current campus and program reference materials are sufficient to support program? Yes ☐ No ☐
  ◆ If yes, please describe reference materials currently available (please consult the University Library (if necessary)).
  ◆ If no, please list additional reference materials and how they will be acquired.

☐ Information Technology (IT) Resources
  • Are special/additional IT services required for the program Yes ☐ No ☐

☐ Impact on Other Programs
  • Does the program impact another program in the college? Yes ☐ No ☐
  ◆ If yes, please explain.
  • Does the program impact another program in the university? Yes ☐ No ☐
  ◆ If yes, explain.

☐ Other resources
  • If additional resources are needed, list, explain fully, and attach.