Northern Illinois University Administrative Program Prioritization Criteria Questions

Criterion 1: Importance to University Mission /Operations [22%]

**Question 1.1 Importance to Mission:** Describe how the program is aligned with the university’s mission, “to promote excellence and engagement in teaching and learning, research and scholarship, creativity and artistry, and outreach and service.”

**Question 1.2 Importance to Operations:** Describe how the program is essential to the university's strategic plan and/or operational requirements.

**Question 1.3 Program Portfolio:** Explain why the program has an important role to play in the university's program portfolio.

**Question 1.4 Program Synergy:** Discuss any synergy the program’s functions have with other units on campus.

Criterion 2: Quality / Effectiveness [22%]

**Question 2.1 Functions and Services:** Describe the functions and services provided by the program as well as the demand for services, as demonstrated through a needs assessment. Where possible please describe any unmet demand for services.

**Question 2.2 Measures of Quality:** Explain the measures used to evaluate program quality. Where possible please include measures of student perception, engagement and learning.

**Question 2.3 Evidence of Quality:** Provide evidence demonstrating the quality of the program’s services or functions.

**Question 2.4 Quality Improvement:** Describe the program's initiatives/actions to improve the delivery of service(s) and/or execution of functions (e.g. increase training for personnel, expansion and/or modifications of program services).

Criterion 3: Productivity / Efficiency [22%]

**Question 3.1 Scope of Program:** Explain the scope of duties performed by the program. Where possible, provide evidence that demonstrates the volume and complexity of work performed.

**Question 3.2 Productivity Comparison:** How well does the program perform compared to peer institutions?

**Question 3.3 Resource Comparison:** How does the program’s resources (e.g., number of personnel, facilities, equipment) compare with programs from peer institutions?

**Question 3.4 Cost and Revenues:** Discuss the trend of program costs (direct/indirect), and revenues as applicable.
Criterion 4: Internal & External Demand [22%]

**Question 4.1 External Demand**: Describe the local, state and national demands for the program’s services. Explain whether there are any external mandates that might indicate a continuing need or expansion of the program’s services.

**Question 4.2 Internal Demand**: Describe the internal demand for the program’s services. Explain any compliance requirements that might indicate a continuing need or expansion of the program’s services.

Criterion 5: Opportunity Analysis [12%]

**Question 5.1 Cost Savings Opportunities**: Describe opportunities for cost-savings (e.g. automating, consolidating, collaborating, or eliminating functions, and/or performing functions elsewhere in the university or by an outside contractor).

**Question 5.2 Future Revenue / Resources**: Describe opportunities for additional revenue or resource generation.

**Question 5.3 Improvement Opportunities**: Describe potential opportunities to improve the program's products/services, or increase effectiveness and efficiencies (e.g. development, technology, elimination of redundancy, cross-training).

**Question 5.4 Opportunities in the Field**: Describe the actions necessary to make the program exemplary, if not already, in the field (e.g. staff, equipment and/or technology, removing barriers to success, additional functions, restructuring, greater impact).