Northern Illinois University Administrative Program Prioritization Criteria Questions for Proposed Programs

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

Question 1.1 Importance to Mission: Describe how the proposed program aligns 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 proposed program will be essential to the university’s strategic plan and/or operational requirements and how it can contribute to the university’s program portfolio.

Question 1.3 Program Synergy: Discuss any synergy the proposed program’s functions will have with other units on campus.

Criterion 2: Quality/Effectiveness [22%]

Question 2.1 Functions and Services: Describe the functions and services the proposed program will provide. Where possible, please describe any unmet demand for services.

Question 2.2 Measures of Quality: Explain the measures and types of evidence that will be gathered to evaluate the proposed program’s quality. Where possible, please include measures of student perception, engagement and learning.

Question 2.3 Quality Improvement: Describe how the proposed program’s initiatives/actions will 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 intended scope of duties the proposed program will cover.

Question 3.2 Resource Comparison: What type of resources will be needed to start the proposed program (e.g., number of personnel, facilities, and equipment?) Where possible, compare with programs from peer institutions.

Criterion 4: Internal & External Demand [22%]

Question 4.1 External Demand: Indicate the local, state and national demands for the proposed program’s services. Explain whether there are any external mandates that might indicate need for the program’s services.

Question 4.2 Internal Demand: Indicate the internal demand for the proposed program’s services. Explain any compliance requirements that might indicate a need for the potential program’s services.

Criterion 5: Opportunity Analysis [12%]

Question 5.1 Cost Savings Opportunities: Describe what opportunities if any, the proposed program may provide 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 what opportunities if any, the proposed program may provide for revenue or resource generation.