****

**Self Study Report**

**For the**

**Minor Program**

<Program Name>

**Hosted by**

<Department Name>

<College Name>

**at**

Qatar University

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submission Date

**CONFIDENTIAL**

The information supplied in this Self-Study Report is for the confidential use of Qatar University and shall not be disclosed without authorization of the university.

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1. **Background Information**

<< *Briefly describe and introduce the minor and the related major, if any. Provide a brief description of other related minors offered at the university, if any. Please provide a brief overview of the process followed in developing this self study report and the extent of faculty participation in the development and review of the present report. List members of the program self review committee in charge of writing this report.* >>

* 1. **Contact Person Details**

<< *Provide name and contact details of the person who will be able to provide additional details if needed and answer inquiries related to this self study report.* >>

* 1. **Introduction to Qatar University**

<< *Provide a brief introduction to Qatar University and the college/department hosting the program, details may be provided as an appendix.* >>

* 1. **Program History**

<< *Indicate the year the program was first implemented and briefly summarize major program changes since its implementation. In case the minor is related to a “major”, please provide a brief history of the major as well. >>*

* 1. **General Program Information**

<< *Program Name* >>

<< *Degree Title* >>

<< *Title of the Minor* >>

<< *Program length e.g. number of credit hours* >>

<< *Name of Department hosting the program* >>

<< *Name of College hosting the program* >>

* 1. **Type of Program**

<< *Indicate the type of program and the program delivery mode e.g., morning, evening, cooperative education (joint, dual degree), traditional lecture/laboratory, clinical, project based, professional degree, off-campus, use of distance education, offer online/hybrid courses, etc.* >>

* 1. **Program Organizational and Administrative Structure**

<< *Briefly describe the current organizational and administrative structure of the program, the department and the college hosting the program, and the university using text and organization charts.* >>

* 1. **Summary of Previous Academic Program Review Outcomes and Actions Taken**

<< *Please indicate if this is the first Academic Program Review that the program has completed. If not, please summarize the issues identified and documented in the final report from the previous Academic Program Review. Describe the actions taken by the program to address these issues, including the implementation dates of these actions.* >>

1. **Program Description**

<< *Briefly (in few lines) describe the program and the hosting academic unit (department) including information on the number of students, faculty and staff members. Briefly summarize the facilities and equipment available and other relevant information that will help in providing a clear and general overview of the program to someone who knows nothing about the program.*

*Briefly mention if the program has collaborations/partnerships with government, business, industry or national and/or international institutions, including any collaboration with QU’s specialized research centers/bodies, departments and colleges,*

*This section should be very brief and concise as specific details will be given in later sections.* >>

* 1. **Mission Statement**

<< *Briefly present the process used in developing and revising the mission statement. State the minor, the related major (program), the department, the college, and the university mission statements and indicate where these statements are published.* >>

* 1. **Program Operational Objectives and Strategic Plan**

<< *Briefly present the process used in developing and revising the strategic plan and the operational objectives for the minor. Briefly introduce the current strategic plan (should be added as attachment) and list the Program Operational Objectives.* >>

* 1. **Program Educational Objectives (PEOs)**

<< *Briefly present the process used in developing and revising the Program Educational Objectives and list these objectives.* >>

* 1. **Relation to University Mission and Strategic Plan**

<< *Discuss the appropriateness of the mission statement of the minor and briefly describe how it contributes to the college and university mission. Show that the program mission is in line with the university mission and strategic plan. Provide a mapping of the operational objectives to objectives defined in the university strategic plan.*>>

* 1. **Program Learning Outcomes (PLOs)**

<< *Briefly present the process used in developing and revising the program Learning Outcomes defined for the minor and list these outcomes.* >>

* 1. **Mapping of Program Learning Outcomes (PLOs) to Program Educational Objectives (PEOs)**

<< *Provide a mapping of the Program Learning Outcomes to the Program Educational Objectives. Use Table 2.6.1 to map PLOs to PEOs.* >>

**Table 2.6.1** Mapping of PLOs to PEOs

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Obj. 1**  | **Obj. 2** | **Obj. 3** | **Obj. 4** | **Obj. 5** | **Obj. 6** | **...** |
| **PLO 1** | X |  | X |  |  | x |  |
| **PLO 2** |  |  | X |  | X |  |  |
| **...** |  |  |  |  |  |  |  |

* 1. **Needs for the Program**

<< *Briefly describe the needs for the program (why?) by covering the following:*

* ***University needs:*** *How the minor academically complements and supports other existing programs or advance the study of the subject area or contribute to the university mission and goals.*
* ***Market needs****: Evidence of employers need for graduates who completed the minor (usually in form of surveys).*
* ***Country needs****: How graduates who completed the minor contribute to the social and/or economical development of the country.* >>
	1. **Demand for the Program**

<< Briefly describe the current and anticipated future de*mand for the program by covering the following:*

* ***Employer Demand:***

*Provide evidence of sufficient employer demand for graduates who completed the minor including number of positions offered to such graduates per year. Evidence must include:*

* *Results of employer surveys,*
* *Current labor market analysis (local, regional, and international), and*
* *Future workforce projections.*

*Where appropriate, evidence should also demonstrate employers’ preference for graduates who completed the minor over persons having alternative existing credentials and employer’s willingness to pay competitive salaries to graduates who completed the minor*.

* ***Student Demand:***

*Provide evidence of student demand, normally in the form of surveys of potential students, current enrolment data, and future enrolment projections for the minor at well as for other similar programs offered at other educational institutions in the country. >>*

* 1. **Program Promotion and Student Outreach**

<< *Briefly describe the promotional and student outreach activities and materials including the following:*

* *Marketing and promotional materials developed by the minor*
* *Outreach programs/campaigns implemented by the minor. >>*
1. **Students**
	1. **Student Body**

<< *Briefly describe the minor current student population and its diversity and indicate the primary source of these students (the majors of students enrolled in the minor).* >>

* 1. **Student Admission Process and Requirements**
		1. Process for Admitting Students into the Minor

<< *Briefly describe the process for admitting students into the minor including student admission standards and policies and the procedures in place that help maintain the quality of admitted students.*

* + 1. *Admission Requirements*

*<< Briefly describe the admission requirements for the minor and provide data on the history of student achievement in relation to the admission requirements for students admitted into the minor in the past five years.*

*Please use Tables 3.2.1 to record information about the student cumulative GPA at the time of admission into the minor. >>*

Table 3.2.1 *Admission time GPA of admitted students for the Past Five Years*

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Number of New Admitted Students** | **Cumulative GPA** |
| **MIN.** | **MAX.** | **AVG.** |
| **Current Year** |  |  |  |  |
| **Current Year – 1** |  |  |  |  |
| **Current Year – 2** |  |  |  |  |
| **Current Year – 3** |  |  |  |  |
| **Current Year – 4** |  |  |  |  |

* 1. **Student Enrollment**

*<< Briefly summarize student data for the past five years and analyze trends. Table 3.3.1 should be used to record required data. >>*

**Table 3.3.1** *Enrollment and Minor Completion Trends for Past Five Years*

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic year** | **Enrolled Students** | **Registered Students** | **Number of QU Graduates who Completed the Minor** |
| **Current Year** |  |  |  |
| **Current Year – 1** |  |  |  |
| **Current Year – 2** |  |  |  |
| **Current Year – 3** |  |  |  |
| **Current Year – 4** |  |  |  |

**Table 3.3.2** *Enrollment Trends in the Minor by Student Major for the Past Five Years*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Major of Students Enrolled in the Minor** | **Current Year – 4** | **Current Year – 3** | **Current Year – 2** | **Current Year – 1** | **Current Year** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |

* 1. **Student Withdrawal from the Minor**

*<< Briefly describe the requirements and process for student withdrawal from the minor. In addition to the narratives, please use Table 3.4.1 to record the required information. >>*

Table 3.4.1  *Transfer Students for Past Five Years*

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Number of Students Admitted Into the Minor** | **Number of Students who formally withdrew from the Minor**  |
| **Current Year** |  |  |
| **Current Year – 1** |  |  |
| **Current Year – 2** |  |  |
| **Current Year – 3** |  |  |
| **Current Year – 4** |  |  |

* 1. **Requirements for Completing the Minor**

<< *Briefly describe the completion requirements for the minor and the process used by the program to ensure that all graduating students meet the minor completion requirements.*

*Please provide data related to graduates who completed the minor. The following tables should be used to record required data. >>*

**Table 3.5.1** *Graduation Trends for the Past Five Years*

|  |  |
| --- | --- |
| **Academic year** | **Total Number of Graduates who Completed the Minor** |
| **#** | **with GPA > 3.5** | **with GPA < 2.5** | **Average GPA** |
| **Current Year** |  |  |  |  |
| **Current Year – 1** |  |  |  |  |
| **Current Year – 2** |  |  |  |  |
| **Current Year – 3** |  |  |  |  |
| **Current Year – 4** |  |  |  |  |

**Table 3.5.2**  *Average Graduation Time*

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Students who Completed the Minor in** | **Total** |
| **Less than 2 years** | **2 years** | **3 years** | **4 years** | **More than 4 years** |
| ***#*** | ***%*** | ***#*** | ***%*** | ***#*** | ***%*** | ***#*** | ***%*** | ***#*** | ***%*** |
| **Current Year** |  |  |  |  |  |  |  |  |  |  |  |
| **Current Year – 1** |  |  |  |  |  |  |  |  |  |  |  |
| **Current Year – 2** |  |  |  |  |  |  |  |  |  |  |  |
| **Current Year – 3** |  |  |  |  |  |  |  |  |  |  |  |
| **Current Year – 4** |  |  |  |  |  |  |  |  |  |  |  |

* 1. **Student Advising**

<< *Please describe the system and process adopted by the minor to ensure that students receive proper curriculum and career advising. Please provide additional details on student orientation, if any, for students admitted into the minor and faculty student interaction.* >>

* 1. **Student Retention**

<< *Briefly summarize student retention practices such as student counseling services, tutoring program, student orientation, early warning systems, learning support and assistance, etc.*

*Please provide the following information in relation to student retention:*

* *Number of admitted and registered students for the past five years*
* *Average length of time to complete the Minor*
* *Number of students who were dismissed from the program for the past five years.*
* *Number of students under probation*
* *Number of graduates who completed the minor per year for the past five years*
* *Number of graduates who were admitted into the minor but did not complete it.*

*Please use Tables 3.7.1 to 3.7.3 to record the required student retention information. >>*

**Table 3.7.1**  *Admitted, Registered, and Dismissed Students* ***per Academic Year*** *for Last Five Years*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Academic Year** | **Number of Student Admitted** | **Number of Student Registered** | **Number of Student****Academic Dismissal** | **Number of Student****Non-Academic Dismissal** | **Number of Students under Probation** |
| **Current Year** |  |  |  |  |  |
| **Current Year – 1** |  |  |  |  |  |
| **Current Year – 2** |  |  |  |  |  |
| **Current Year – 3** |  |  |  |  |  |
| **Current Year – 4** |  |  |  |  |  |

**Table 3.7.2** *Admitted, Registered, and Dismissed Students* ***by Cohort*** *for Last Five Years*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cohort Year** | **Number of Student Admitted** | **Number of Student Registered** | **Number of Student****Academic Dismissal** | **Number of Student****Non-Academic Dismissal** | **Number of Students****Under Probation** |
| ***#*** | ***#*** | ***%*** | ***#*** | ***%*** | ***#*** | ***%*** | ***#*** | ***%*** |
| **Current Year** |  |  |  |  |  |  |  |  |  |
| **Current Year – 1** |  |  |  |  |  |  |  |  |  |
| **Current Year – 2** |  |  |  |  |  |  |  |  |  |
| **Current Year – 3** |  |  |  |  |  |  |  |  |  |
| **Current Year – 4** |  |  |  |  |  |  |  |  |  |

**Table 3.7.3** *Student Retention* ***by Cohort*** *for the Last Ten Years*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cohort Year** | ***# Admitted Students*** | **Returned 1st Year** | **Returned 2nd Year** | **Graduated within 2 Years** | **Returned 3rd Year** | **Graduated within 3 Years** | **Returned 4th Year** | **Graduated within 4 Years** | **Returned 5th Year** |
| ***#*** | ***%*** | ***#*** | ***%*** | ***#*** | ***%*** | ***#*** | ***%*** | ***#*** | ***%*** | ***#*** | ***%*** | ***#*** | ***%*** | ***#*** | ***%*** |
| **Year – 10** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year – 9** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year – 8** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year – 7** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year – 6** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year – 5** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year – 4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year – 3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year – 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year – 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

* 1. **Student Support Services**

 *<< Briefly describe the student support programs, services, and activities that promote student learning and enhance the development of students; such support services may be of academic or non-academic nature. >>*

1. **Curriculum**

<< *Briefly describe the process used in developing and reviewing the program curriculum. Provide references to similar programs at other institutions*. >>

* 1. **Curriculum Description**

<< *Briefly describe the program curriculum as it appears in the university catalog. Use Table 4.1.1 to describe the curriculum structure. >>*

**Table 4.1.1** *Curriculum Structure*

|  |  |  |
| --- | --- | --- |
| **Curriculum Component** | **Number of Courses** | **Total Number of Credit Hours** |
| **Required Courses in Minor** |  |  |
| **Elective Courses in Minor** |  |  |
| **Free Electives (if Applicable)** |  |  |
| **Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |
| **Total:** |  |  |

* 1. **Program Length**

 *<< Present evidence that the minor is of appropriate length and is comparable in length with similar minors offered at other reputable higher education institutions.*

*Discuss how the proposed curriculum structure ensures proper levels of breadth, depth, theory and practice appropriate to the discipline and to the minor.>>*

* 1. **List of Courses**

<< *Provide a complete list of courses in the minor. Please list courses part of each of the curriculum components using the template Table 4.3.1 provided below.*

*Provide in the appendices a master syllabus for each course in the curriculum. For courses that have been aligned with QU Qualification Framework, please use the new Master Course Syllabus template embedded at the end of Appendix A. For courses that are not aligned, use the old template presented in Appendix A.* >>

**Table 4.3.1** *List of Courses in <please add here the name of the curriculum component>*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Id.** | **Course Title** | **Nb. Credit Hours** | **Nb. Contact Hours** | **Prerequisites** | **Co-Requisites** |
|  Theo. | Lab. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* 1. **Mapping of the Curriculum to Program Learning Outcomes**

<< *Present how the curriculum supports the PLOs defined for the minor and the stated program educational objectives.* *Use Table 4.4.1 to map courses in the curriculum to the PLOs. >>*

**Table 4.4.1** Mapping of Courses to PLOs

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Courses PLOs** | **PLO 1**  | **PLO 2** | **PLO 3** | **PLO 4** | **PLO 5** | **PLO 6** | **...** |
| **Minor Required Courses** |
| Course # Course Title |  |  | x |  | X |  |  |
| … |  |  |  |  |  |  |  |
| **Minor Elective Courses** |
| Course # Course Title |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |

* 1. **Course Sequencing**

<< *Discuss the sequence of courses in the program curriculum and provide a course matrix or pre-requisite flowchart for the program.* *Discuss how the existing course sequencing ensures:*

* *Coherence and linkage between courses.*
* *Increasing complexity in:*

*(1) the understanding of theories, principles, and practices;*

*(2) the levels of analysis and development skills; and*

*(3) the application of theories and principles within the curriculum; and*

*(4) the application of theories and principles in projects, if applicable.*

>>

* 1. **Curriculum and Course Delivery**

<< *Indicate if instruction for all courses offered as part of the program curriculum are provided by the program faculty.*

*If the program faculty does not provide instruction for all coursework, describe arrangements made by the program to provide instruction for these courses and how does the program control all aspects of its curriculum offering and course instruction and delivery.* >>

* 1. **Study Plan**

<< *Provide a sample semester-by-semester sequence of courses a student enrolled in the program are encouraged and advised to complete.>>*

**Table 4.7.1**  *Current Study Plan for the Program*

|  |  |
| --- | --- |
| **FIRST YEAR** ([ ] credit hours) | **SECOND YEAR**  ([ ] credit hours) |
| **Fall Semester** | **Fall Semester** |
| Course # Course Title Cr Hrs  | Course # Course Title Cr Hrs |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Credit Hours in Semester [ ] | Total Credit Hours in Semester [ ] |
| **Spring Semester** | **Spring Semester** |
| Course # Course Title Cr Hrs | Course # Course Title Cr Hrs |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Credit Hours in Semester [ ] | Total Credit Hours in Semester [ ] |

* 1. **Changes in the Program Curriculum for the Past Five Years**

*<< Please include in this section a general overview of approved changes in the curriculum of the minor for the past five years. In addition to the narratives, please use Table 4.8.1 to record required information. >>*

**4.8.1** Changes in the Program Curriculum for the Past Five Years

|  |  |  |  |
| --- | --- | --- | --- |
| **Courses / Part of Curriculum Affected** | **Date of the Approved Change** | **Description of the Change** | **Rationale** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Program Relation with Internal and External Stakeholders**

<< *Briefly describe the program’s relationships, collaborations and partnerships with internal and external stakeholders and its contribution to the community at large. Stakeholders might include government, business, industry, civil society organizations, national and international institutions, including Qatar University’s specialized research centers/bodies. Briefly describe the process and criteria used in identifying program external and internal stakeholders.* >>

* 1. **Program External Stakeholders**

*<< Identify program external stakeholders. List persons, private or public institutions, and committees or groups and associations the program collaborates with and briefly present the framework for such collaboration such as constituency committees, program advisory boards, chair positions, or agreements. Provide a list of the members of these committees or boards and their affiliation and briefly describe the program links and the scope of the interaction with the identified external stakeholders.*

*Briefly describe the external stakeholders’ (including alumni) contribution to and involvement in the design and revision of the program.*

* 1. **Program Relation with Other Programs Offered at Qatar University**

<< *Provide a list of other programs at Qatar University that are similar or are related to the program. Provide information including:*

* *List of programs offering courses to students enrolled in the program.*
* *List of courses in the program offered to students enrolled in other programs. For each of these courses, please provide the number of students enrolled in other programs who did register in these courses. Please provide data on the number of sections offered each semester and the student enrolment in these sections for the past two years. Please use Table 5.2.1 below to record required information.*
* *List of courses outside the program curriculum taught by the program faculty.*

*Indicate and provide evidence of collaboration and curriculum related arrangements with other programs* *within the university and/or the Honors Program. >>*

**Table 5.2.1** *Number of Students from other Programs Registered in Courses offered in the Minor*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Courses offered part of the Minor degree requirements** | **Year** | **No. of Sections per Semester** |  **No. of students enrolled in all sections**  | **No. of Students from other Programs Registered in the course** |
| **Course Id** | **Course Title** | **Fall** | **Spring** | **F** | **M** | **Total** | **F** | **M** | **Total** |
|  |  | **Current Year** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |
|  |  | **Current Year - 1** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

* 1. **Program Relation with the Core Curriculum Program**

<< *Provide a list of courses in the program offered to students enrolled in the Core Curriculum Program with data on the number of sections offered each semester and the student enrolment in these sections for the past five years.* >>

* 1. **Program Relation with Programs Offered Outside the University**

<< *Briefly describe related or similar programs offered outside the university by other higher education institutions in Qatar.*

*Please reflect on how the program offered at Qatar University differs from the programs offered by other identified universities and present the program collaboration with these external programs, if any.* >>

* 1. **Program Contribution to Broader Community**

<< *Briefly describe how the program responds to the needs of the community at large including the university needs, the market needs, and the country needs. In particular, please reflect on the program graduate placement data for the past three years and the percentage of graduates employed in the field, percentage employed elsewhere, percentage seeking employment, and percentage continuing education.*

*Describe how the program promotes and supports faculty and student involvement and efforts in providing services to the community at large. Please provide data on:*

* *Internal and External Events organized by the program with a brief presentation of the event and details on the event participants and their number.*
* *Internal and External Events the program contributed to or participated in with a brief presentation of the event and with details on the nature and scope of the program participation and/or contribution.*
* *List and provide a brief description of other student and/or faculty activities related to the discipline, college, university, and community >>*
1. **Assessment and Evaluation**
	1. **Assessment and Evaluation of Program Operational Objectives**

<< *Briefly describe the assessment and evaluation processes that the program uses to determine the level of attainment of the program operational objectives and associated key performance indicators and to evaluate their achievement against the stated specific targets.*

*Describe in details how they are assessed by providing a detailed assessment plan including the following:*

* + *Detailed and specific measures used in evaluating achievement*
	+ *Detailed assessment and data collection timelines*
	+ *Assigned responsibilities for assessment, data collection, and data analysis and reporting.*
	+ *A matrix mapping objectives to assessment methods and tools*

*In addition to the narrative part, use Table 6.1.1 to record some of the above required information. >>*

**Table 6.1.1** Operational Objectives Assessment Details

|  |  |  |
| --- | --- | --- |
| **Operational Objective** | **Assessment Measure** | **Target** |
|  |  |  |
|  |  |
|  |  |
|  |  |  |
|  |  |
|  |  |

* 1. **Operational Objectives Assessment Results and Findings**

<< *Briefly present the assessment results, findings and recommendations and describe the level of achievement of each operational objective.* >>

* 1. **Assessment of Program Learning Outcomes and Educational Objectives**

<< *Briefly describe the assessment and evaluation processes that the program uses to determine the level of attainment of the PLOs and program educational objectives. Present the program assessment plans. Please include the following:*

* *Overall general assessment schedule identifying the PLO assessment cycle*
* *Detailed assessment timeline and schedule indicating when and in which context PLOs will be assessed, who will be responsible for conducting the assessment, and who will be responsible for collecting the assessment data*
* *Assessment methods and tools to be used in assessing each PLO.*

*In addition to the narrative part, use Tables 6.3.1 and 6.3.2 to record the above required information. >>*

**Table 6.3.1** Overall Assessment Schedule

|  |  |
| --- | --- |
|  | **Assessment Cycle Duration: \_\_\_ Years; From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **First Year in Cycle** | **Second Year in Cycle** | **Third Year in Cycle** |
| **\_\_\_\_\_ Semester** | **\_\_\_\_\_ Semester** | **\_\_\_\_\_ Semester** | **\_\_\_\_\_ Semester** | **\_\_\_\_\_ Semester** | **\_\_\_\_\_ Semester** |
| **PLO 1** | X | X |  | X |  |  |
| **PLO 2** |  | X | X |  |  |  |
| **...** |  |  |  |  |  |  |

**Table 6.3.2** Detailed Assessment Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PLO** | **Program Learning Outcome Statement** | **Assessment Method** | **Assessment Tool** | **Context for Assessment\*** | **Assessment Date** | **Person Responsible for Data Collection** |
| **PLO 1** |  | Direct |  |  |  |  |
|  |  |  |  |
| Indirect |  |  |  |  |
|  |  |  |  |
| **PLO 2** | … |  |  |  |  |  |

*\* Context for assessment is the course or other setting in which assessment data is to be collected*.

* 1. **Program Learning Outcomes Assessment Results and Findings**

*<< Briefly present the assessment results and describe the level of achievement of each PLO. Discuss the results and present findings and recommendations. >>*

1. **Continuous Improvement**
	1. **Use of Assessment Results**

<< *Briefly describe the process by which the program uses assessment results to identify program improvement actions.* >>

* 1. **Improvement Actions**

<< *List and briefly describe actions taken to improve the minor since the last program review. Indicate why (the basis for taking action with clear link to assessment results leading to this action) and when each action was implemented.* >>

1. **Faculty and Staff**
	1. **Faculty Roles and Responsibilities**

<< *Describe the roles and responsibilities of faculty. In particular, describe the role played by the program faculty with respect to the program curriculum including course creation, modification, and evaluation. Describe the roles played by others, e.g., The Department, the Dean’s Office, the Office of the Vice President for Academic Affairs, with respect to these areas.* >>

* 1. **Faculty and Staff Composition**

<< *Describe the composition of the faculty, lecturer, and staff members that supports the program. Use Table 8.2.1 to record the required information.* >>

**Table 8.2.1**  *Faculty and Staff Member Composition*

|  |  |  |
| --- | --- | --- |
| Data as of 1: Fall 20??  | HEAD COUNT | FTE 2 |
| FT | PT |
| **Joint Position 3**  (*Faculty/Administrative*) |  |  |  |
| **Faculty**  (*Indefinite Duration Contract - IDC -*) |  |  |  |
| **Faculty** (*Regular / Rolling Contract - RC -)* |  |  |  |
| **Lecturer** |  |  |  |
| **Faculty (*Chair Position – CP* )** |  |  |  |
| **Teaching Assistant** |  |  |  |
| **Technicians (Lab) / Specialist** |  |  |  |
| **Administrative & Support** |  |  |  |
| **Others 4**  |  |  |  |
| **Student enrolment** |  |  |  |
| **Number of Graduates** |  |  |  |

1 Data on this table should be for the Fall term immediately preceding the Academic Program Review.

2 For teaching assistants, 1 FTE equals 35 hours per week of work (or service).

 For lecturers, 1 FTE equals 36 credit-hours per academic year.

 For faculty members, 1 FTE equals the full-time load of 18 semester credit-hours per academic year.

3 Persons holding joint administrative/faculty positions or other combined assignments should be allocated to each category according to the fraction of the appointment assigned to that category. That is, they should be included in the head count of both categories but the FTE should be distributed among both categories based on university rules and regulation and if not applicable, based on the fraction of the appointment assigned to each category.

4 Specify any other category considered appropriate, or leave blank.

* 1. **Faculty Credentials**

<< *Describe the credentials, and experience of the program faculty and lecturers. Use Table 8.3.1 to record the required information.*

*In addition, attach as an appendix an abbreviated resume for each program faculty member and Lecturer. The attached resume must not exceed two pages per faculty or lecturer and must adhere to the resume content requirements and format as detailed in the resume template included in Appendix B. >>*

**Table 8.3.1** *Faculty and Lecturer Credentials*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Faculty Member /Lecturer Name** | **Rank** | **FT / PT** | **Highest Degree Earned** | **Field of Highest Degree** | **Institution from which Highest Degree Earned & Year** | **Number of Years of Experience** |
| ***Govt. Indust, Practice,*** | ***Total at Univ. other than QU*** | ***Total at QU*** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

* 1. **Faculty Competencies**

<< *Describe the competencies of the faculty and how they are adequate for the program*. *Use Table 8.4.1 to record the required information.* >>

**Table 8.4.1** *Faculty Competencies*

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty Member Name** | **FT or PT** | **Courses in the Curriculum that can be Taught by Faculty** | **Faculty Qualifications** |
| **Course Id** | **Course Title** | **CH** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* 1. **Faculty Workload**

<< *Describe the decision making process for assigning faculty and lecturer’s workload. Provide information on the faculty and lecturer workload for the past academic year including courses taught by faculty during the last academic year and a clear distribution in percentage of their workload on teaching, research, service and any other activities. Use Table 8.5.1 to record the required information.*

*Describe the extent and quality of faculty involvement in interactions with students, student advising, and service activities.* >>

**Table 8.5.1** *Faculty Workload*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Faculty Member Name** | **FT or PT** | **Classes Taught** | **Number of Advisees** | **Total Activity Distribution** |
| **Course Id** | **CH** | **Semester** | **Teaching** | **Research** | **Service** | **Other** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

* 1. **Faculty Size**

<< *Briefly describe the process used in identifying the number and qualifications of faculty, academic staff, and other technical staff needed to support the program. Discuss the adequacy of the size of faculty and whether it meets the needs of the program.* >>

* 1. **Faculty Contribution to Research**

<< *Describe the process and mechanisms in place at the Program and/or Department level to promote research activities and to enhance the quality of research. Provide information on the research priorities, if any, at the program level and information on the faculty research interests and publications. Use Table 8.7.1 to record the required information.* >>

**Table 8.7.1** Faculty Research Interests and Publications

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty Member Name** | **Rank** | **Research Interests** | **Number of Publications** |
| **Date** | **Books** | **Journals** | **Refereed Conferences** | **Others** |
|  |  |  | Current Year -1 |  |  |  |  |
| Current Year -2 |  |  |  |  |
| Current Year -3 |  |  |  |  |
|  |  |  | Current Year -1 |  |  |  |  |
| Current Year -2 |  |  |  |  |
| Current Year -3 |  |  |  |  |
|  |  |  | Current Year -1 |  |  |  |  |
| Current Year -2 |  |  |  |  |
| Current Year -3 |  |  |  |  |
|  |  |  | Current Year -1 |  |  |  |  |
| Current Year -2 |  |  |  |  |
| Current Year -3 |  |  |  |  |
|  |  |  | Current Year -1 |  |  |  |  |
| Current Year -2 |  |  |  |  |
| Current Year -3 |  |  |  |  |
|  |  |  | Current Year -1 |  |  |  |  |
| Current Year -2 |  |  |  |  |
| Current Year -3 |  |  |  |  |
|  |  |  | Current Year -1 |  |  |  |  |
| Current Year -2 |  |  |  |  |
| Current Year -3 |  |  |  |  |
|  |  |  | Current Year -1 |  |  |  |  |
| Current Year -2 |  |  |  |  |
| Current Year -3 |  |  |  |  |
|  |  |  | Current Year -1 |  |  |  |  |
| Current Year -2 |  |  |  |  |
| Current Year -3 |  |  |  |  |

* 1. **Faculty Grants and Awards**

<< *Provide information on Grants and Awards per Faculty for the past three years. Use Tables 8.8.1 and 8.8.2 to record the required information.* >>

**Table 8.8.1** *Faculty Grants*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Faculty Member Name** | **Grant Id** | **Grant Title** | **Awarding Institution** | **Type of Participation\*** | **Grant Date** | **Amount & Duration** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*\* Lead Principal Investigator, Principal Investigator (PI), Co-PI, other please specify*

**Table 8.8.2** *Faculty Awards*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Faculty Member Name** | **Type of Award** | **Received From** | **Award Date** | **Award Additional Details**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. **Faculty Evaluation**

<< Briefly d*escribe the plan and processes that are in place for evaluating the performance and effectiveness of each faculty member including evaluation criteria.* >>

* 1. **Faculty Development**

<< *Describe the plan that is in place for faculty development and the funding available to execute this plan. Provide detailed descriptions of professional development activities for each faculty member for the past three years*. >>

* 1. **Faculty Promotion**

<< *Describe the mechanism used at the program level to help and encourage faculty application and successful promotion. Provide information on the current rank and promotion for current faculty. Use Table 8.11.1 to record the required information*. >>

**Table 8.11.1** *Faculty Promotion*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Faculty Member Name** | **Rank** | **Total Number of Years in Current Rank** | **Total Number of Years at QU** | **Date of Last Promotion at QU** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Teaching and Learning**

*<< Provide an overview of the program strategy and mechanisms used to ensure a high quality teaching and learning environment. In particular, please provide details in the following section on course offering, class size, teaching methodologies, use of technology in the classroom, student engagement and contribution to research. >>*

* 1. **Course Offering and Teaching Assignments**

<< *Provide information on the program strategy and criteria used in offering courses and course sections and to decide on the assignment of courses to faculty members. Include details of courses offered by the program along with the detailed schedule for the last two years.* >>

* 1. **Class Size**

<< *Provide information on the number of sections for each course offered by the program, and the number of students registered in those sections for the last two academic years. Please use table 9.2.1 to record required information for the current academic year and table 9.2.2 to record information for the previous year.* >>

**Table 9.2.1**  *Class Size for the Current Academic Year*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Id** | **Course Title** | **Number of Sections**  | **# Sections with Enrollment <10**  | **# Sections with 10<=Enrollment<=45** | **# Sections with Enrollment > 45** | **Total Enrollment in All Sections** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Table 9.2.2**  *Class Size for the Previous Academic Year*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course Id** | **Course Title** | **Number of Sections**  | **# Sections with Enrollment < 10**  | **# Sections with 10<=Enrollment<=45** | **# Sections with Enrollment > 45** | **Total Enrollment in All Sections** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* 1. **Instructional Material and Methodologies**

<< *Provide details on the instructional material and methodologies used to ensure a high quality teaching and learning environment.* >>

* 1. **Use of Technology**

<< *Describe the use of technology in supporting the teaching and learning environment.* >>

* 1. **Field Trips, Training and Internship programs**

<< *Describe field trips, training, internships and other experiential learning activities offered by the program and provide data on student participation in these activities. Provide a list of institutions collaborating with the program from the government, business, industry, civil society organizations, national and international institutions, etc. Provide details on the mechanisms and criteria used by the program in selecting such institutions or organizations.* >>

* 1. **Student Contribution to Research**

<< *Provide information on student participation and contribution to research such as contribution to UREP projects, and the mechanisms used by the program to encourage student participation in research.*  >>

* 1. **Extra-Curricular Activities**

<< *Provide details on the extra-curricular activities the program is offering to its students.* >>

* 1. **Evaluation of Teaching and Learning Effectiveness**

<< *Briefly describe the processes and criteria used in evaluating the effectiveness of the teaching and learning environment. Provide information on the overall results of faculty evaluation based on Qatar University (QU) Students’ Questionnaire. Use Table 9.8.1 to record the required information. >>*

**Table 9.8.1** *Average Rating of Program Faculty Based on QU Student Questionnaire*

|  |  |
| --- | --- |
| **Criteria** | **Rating Average** |
| Course materials were well prepared covering topics listed in the syllabus |  |
| It was clear how course topics fitted into the course as a whole |  |
| Course lectures were well structured and planned  |  |
| I clearly understood the learning outcomes expected from this course  |  |
| Class attendance was beneficial to my understanding of the course topics |  |
| Course topics and material were clearly explained during class |  |
| Course content delivery and teaching methods generated my enthusiasm for learning the subject matter |  |
| I learned important things in this course |  |
| My interest in the subject matter has increased after taking this course |  |
| Examinations and assignments covered the main topics of the course |  |
| Feedback/comments received on graded material was useful and valuable |  |
| Evaluation criteria used in assessing student work were clear |  |
| Exams/assignments required thinking and/or analysis beyond memorization |  |
| A variety of activities were used in class to engage students and promote learning |  |
| My understanding was aided by practical examples and illustrations given in class |  |
| Students were encouraged to do some independent study or to explore different viewpoints |  |
| Educational technology was used effectively to promote learning |  |

1. **Resources, Facilities and Equipment**
	1. **Instructional Resources**

*<< Identify and list existing instructional resources currently available to the program particularly computing resources including available hardware and software packages.>>*

* 1. **Library Resources**

*<< Identify and list library resources currently available to the program. >>*

* 1. **Facilities and Equipment**

*<< Identify and list existing facilities and equipment currently available to the program including laboratories and classrooms. Please indicate the availability of physical and/or virtual access to lab facilities outside QU, if applicable. >>*

* 1. **Office Space**

<< *Identify and discuss the office space available to the program.* >>

1. **Program Governance, Administration and Operation**
	1. **Program Governance**

*<< Describe the organizational and governance structure of the program. Identify the person who has leadership responsibilities for the program. Indicate the title of that person (for example, Program Director, Program Coordinator, Department Head, etc.). Describe the leadership and management responsibilities of that person. Describe the decision-making process within the minor. >>*

* 1. **Administration and Operations**

<< *Describe the administrative structure of the minor. List and describe the role of the program or Department level committees. Describe how these committees are organized and appointed, and how they function. Indicate how these administrative/committee duties are taken into account in determining the overall workload of the faculty involved (such as teaching/supervision load reduction). >>*

1. **Support for the Program**
	1. **Financial Support**

<< *Please identify financial support to the program and students.* >>

* 1. **Other Support Areas**

<< *Please indicate any form of support for the program, including support to facilitate training activities and research.* >>

1. **Overall Program Analysis and Vision for the Future**
	1. **SWOT Analysis**
	2. **Program Priorities for the future**
	3. **Program Strategic Plan for the next 3 to 5 years**
2. **Conclusion**

**APPENDIX A**

**Course Master Syllabus\***

|  |  |
| --- | --- |
|  |  |
|  |  |
| *Course Number:* |  |
|  |  |
| *Course Title:* |  |
|  |  |
| *Number of Credit Hours:* |  |
|  |  |
| *Number of Contact Hours:* |  |
|  |  |
| *Required or Elective:* |  |
|  |  |
| *Catalog Description:* | -------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- |
|  |  |
| *Course Prerequisites:* | * ----------------
* ----------------
 |
|  |  |
| *Course Co-requisites:* | * ----------------
* ----------------
 |
|  |  |
|  |  |
|  |  |
| *Textbooks(s):* | --------------- |
|  |  |
| *References:* | * ----------------
* ----------------
 |
|  |  |
|  |  |
|  |  |
| *Course Objectives:* | * ----------------
* ----------------
* ----------------
* ----------------
 |
|  |  |
| *Course Learning Outcomes:* | *CO-Id*: ----------------------------------------------------------- |
|  |  |
| *Relationship of* *Course Outcomes to Program Learning Outcome(s):* | *Course Outcome* *Program Learning Outcome(s)**CO-Id PLO\_Id, PLO\_Id, ...* --------------- --------------- --------------- --------------- ---------------  |
|  |  |
|  |  |
|  |  |
| *Principal Topics Covered:* | *Topic [Number of 50-minute Classes]*1. ----- [ ]2. ----- [ ]3. ----- [ ]4. ----- [ ]5. ----- [ ]6. ----- [ ]7. ----- [ ]8. ----- [ ] |
|  |  |
|  |  |
|  |  |
| *Preparer of this Syllabus* |  |
|  |  |
| *Date of Preparation* |  |
|  |  |
|  |  |

\**If the course has been aligned with QU Qualification Framework, please use the embedded new Master Course Syllabus below.*



**APPENDIX B**

**Faculty Resume Template**

**< Name >**

|  |  |
| --- | --- |
|  |  |
| *Rank* |  |
|  |  |
|  |  |
| *Degrees**Earned* | * -----------
* -----------
* -----------
 |
|  |  |
|  |  |
| *Date of Initial Appointment* |  |
|  |  |
|  |  |
| *Area of Specialty*  |  |
|  |  |
|  |  |
| *Academic and Other Related Experience* |  |
|  |  |
|  |  |
| *If you do not have a formal degree in the field, describe ways in which you have competence in the field*  |  |
|  |  |
|  |  |
| *List of Courses Taught in the Past Three Years* | 1. ------------
2. ------------
3. ------------
4. ------------
5. ------------
6. ------------
 |
|  |  |
|  |  |
| *Principal Publications from the Past Five Years* | 1. ------------
2. ------------
3. ------------
4. ------------
5. ------------
6. ------------
 |
|  |  |
|  |  |
| *Professional Activities and Awards* |  |
|  |  |
|  |  |
| *Institutional Service for the Past Five Years* |  |
|  |  |
|  |  |