

EWU Strategic Resource Allocation Academic Programs Template Instructions

Template Instructions

1. Please answer all the questions to the best of your ability. If you choose not to answer a particular question, please type “N/A” so that the task force knows you have intentionally skipped it.
2. Please answer in a way that people unfamiliar with your work can understand your responses; please avoid the use of field/discipline/specialty jargon and acronyms that are not defined the first time they are used.
3. The Strategic Resource Allocation (SRA) Template is being distributed to chairs/directors for the sake of efficiency and accountability. However, another person, other than the chair/director, may complete the template if decided upon by the department/program. Respondents are strongly encouraged to seek the input of other program/department faculty while preparing their responses.
4. WordPress is the platform that will be used for the final submission. However, the way in which WordPress operates is not conducive to collaborative work or saving progress. Therefore, we recommend that each program uses the [fillable document provided here](#) so that collaboration within the program may occur. Once complete, the information must be transferred to WordPress, the online form, for final submission.
5. Each request for a response has a displayed word count that is distributed across the related questions. Since the template was designed for a broad variety of programs, we expect that some units will not have detailed responses or will not have information applicable to all questions. For example, many programs may have strong internal demand (e.g., for General Education) but little external demand, and vice versa. The Task Force will take into account that units have different levels of internal and external demand.
6. Data for the SRA project will be shared with the appropriate chairs/directors via an emailed link. Please use this data to address quantitative criteria requested in the template questions. [Descriptions of how each data item was created can be found here.](#)
7. Unless specified, the university-provided data focuses on the 2021-22 academic year. This means that your responses that utilize this data should be tailored to that timeframe. Exceptions to this include questions that involve university-provided data outside of that year (e.g., graduation rates) as well as the History, Development, & Expectations and Opportunity Analysis sections. Program provided data has no limitation on the timeframe used, but the most recent data should be used whenever possible.

8. In many questions we ask for university-provided data and, sometimes, program-provided data. Most of this data is provided for you although you can supplement it with additional data, where applicable. You do not need to summarize the university-provided data as the Task Force will have access to the same data you are provided. It is suggested that respondents use the data within their response to the questions. For example, when asked to review university-provided diversity, equity, and inclusion (DEI) information, a program could highlight their DEI accomplishments as part of the associated questions. There is a designated section, which is not part of the overall word count, for programs to post references for their data.

9. Once a program submits their completed template, it will be stored for later retrieval by the Academic Task Force. A copy of the submission will be sent to the submitter. The Dean overseeing the program will be emailed the submission contents but will not be able to make any modifications.