**University Advancement Program Review**

***Subcommittee report template***

**PROGRAM REVIEW:** <Department Name>

**SUBCOMMITTEE:** <Subcommittee Name>

**DATE:** <Month Day, Year>

**Committee Members**

<NAME>, <TITLE>

**Overview**

Describe committee focus, research methodology and chronology

**Key subcommittee findings**

Relevant statements of apparent fact related to the study based on trends from search. The statements may reflect departmental strengths, weaknesses, constituent perceptions, etc.

**Key subcommittee recommendations**

Recommendations should be based on findings and written in specific, measurable, attainable, relevant and time-framed language.

**Appendices**

* Raw research data/results
* Other supporting notes and research results