

September 19, 2023

Dear Mr. Saffel,

The West Virginia University's Office of the Provost has performed a review of the West Virginia University Press (WVU Press). The review was informed by a self-study provided by the unit, a stakeholder survey, and institutional data on budget and staffing. Accompanying this recommendation are two additional files: the unedited comments provided through the stakeholder survey and a summary of those comments.

The recommendation for the unit is:

- Continuance at the current level of activity
- **Continuance at the current level of activity with specific action**
- Continuance at a reduced level of activity
- Identification of the unit for further development
- Development of a cooperative unit
- Discontinuance

The key findings of the review that led to this recommendation are:

- 1) The unit is small, productive, and efficient.
- 2) The outputs of the unit have positively impacted the university's reputation.

The following actions are required of the unit. The unit should discuss its plans to accomplish these actions with its direct supervisor.

By **May 31, 2024**, provide a report to the unit's supervisor detailing the actions taken to address the following:

- 1) Develop evidence-based metrics to assess unit functioning and implement regular unit-level assessment practices.
- 2) Improve and increase messaging about who the WVU Press serves and what it delivers, especially to the WVU community.
- 3) Work with the WVU Foundation to seek and realize external funding to support the unit's operations. Gains in this area will help to minimize or eliminate the unit's annual deficit position.

The unit's leader should notify the staff within this unit of the Provost's Office recommendation by forwarding this email and attachments immediately upon receipt. It is also recommended that the unit leader hold an in-person meeting to address these recommendations and to begin developing the plans to implement what is required of the unit.

Questions about these recommendations may be addressed to the unit's supervisor in the Provost's Office.

Sincerely,

WVU Office of the Provost