

Program Review Overview

Academic departments and programs are normally scheduled for a program review once every ten years. The program review schedule is established by the Provost and Dean of the College in consultation with the Associate Dean for each Faculty. Questions about the scheduling of a specific review should be directed to the Associate Dean of the Faculty to which the program belongs.

Major components of a program review include the following:

- A thorough **self-study** examining the program's mission, staffing, goals (including intended learning outcomes), curriculum, accomplishments, challenges, and future plans with respect to student learning, scholarly and artistic activity, and service and leadership;
- An **executive summary** of the self-study for review by multiple audiences, including the Academic Affairs Committee of the Board of Regents;
- An **external reviewers' report** informed by a review of the self-study and a site visit, normally two days in length;
- A **written response** to the external reviewers' report prepared by program faculty.

Expenses for a program review are allocated as follows:

- **Provost and Dean of the College budget:**
 - Honorarium of \$750 for each external reviewer
 - External reviewers' travel and lodging costs (air and ground transportation, parking, accommodations, individual meals while traveling to and from campus)
 - Dean's Council lunch with external reviewers
- **Program budget:**
 - All other expenses (refreshments and meals for external reviewers during the visit, refreshments and meals for program faculty or other college personnel during meetings with reviewers, printing and copying, etc.)

Timelines for the specific activities associated with the preparation and conduct of a program review depend on the semester during which the external reviewers' visit is scheduled to occur.

[Program review process and timeline with fall semester site visit](#)

[Program review process and timeline with spring semester site visit](#)

For departments and programs that are accredited by external organizations, the schedule and specific elements of the program review process may be adjusted to reflect the requirements of the accrediting agency as well as the requirements of the college. Chairs/Directors should confer with their Associate Dean to plan the necessary adjustments.