IUP Procedure for the Review of Academic Programs
Revised July 23, 2015

The review of academic programs ensures that IUP continues to offer vibrant programs to students, and is required by Pennsylvania State System of Higher Education[1].

The program review document is the final product of a focused review process, and will guide your program's development over the next five years. As such, it is worth doing well. Remember that the review is for self-improvement and is not to be used as a weapon to eliminate programs, nor, conversely as a tool to extract resources from the Administration. It is a way to plan for your program's future, and serves as the starting point for productive conversations with college and university leaders about your vision for this future.

REVIEWS SHOULD BE:

1. A 360 degree view- external to department, college, university, and relevant stakeholders.
2. Data driven.
3. Focused primarily on the future. At least 70% of the document should be about the future. It is the future of your program that matters.
4. The program review document should be no more than 20 pages, single spaced, at least 11-point type, for <u>each</u> program being reviewed. Additional materials must be placed into an appendix.
5. If more than one program is being reviewed, then an approximately equal number of pages should be devoted to each program.
6. The review is primarily focused on an external evaluation, with particular emphasis on a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats):
    a. What are the strengths and weaknesses of your program(s) compared with competing programs?
    b. How does your retention-progression-graduation, time-to-degree, and placement compare with your competing programs?
    c. In what areas do you have an opportunity to redefine your program(s), or create new courses or curricular tracks/concentrations that might improve the effectiveness of your program(s) in relationship to your competitors?
    d. How are changes in competing programs, including online competitors, going to affect your program and what can you do to mitigate any negative impacts?
    e. How do other faculty in your college or at IUP perceive your program? This is especially important for programs that offer service courses to other disciplines.
    f. What do your alumni think of the education that they received and what improvements would they make to it?
    g. What do employers think of the preparation and skills of your graduates?

[1] http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201986-04-A%20Administrative%20Procedure.pdf

7. Programmatic student learning outcomes assessment plans and results from these plans are required for both undergraduate and graduate programs by the State System. Undergraduate programs must also demonstrate how program outcomes help meet university Liberal Studies student learning outcomes (EUSLOs).

PROCEDURES FOR ACADEMIC PROGRAM REVIEW:

Attendance at Program Review Workshop (Spring prior to Review Year)

Each March the Provost's Associate's Office hosts a mandatory workshop for programs undergoing review in the upcoming academic year. Prior to attending the workshop, the program chair or unit director should convene a program review team and notify the Provost's Associate's Office of the team's composition. These individuals will also be invited to attend the workshop.

Selection of External Evaluators (Fall of Review Year)

From the *Administrative Procedure for Board of Governors' Policy 1986-04-A*: Program Review: "External review of existing academic, and academic- and student-support programs is a standard practice in higher education. The purpose of external review is to garner additional perspectives on program strengths and weaknesses from individuals in the field or a closely related field who are affiliated with other institutions. Except under special circumstances, external evaluations are to be from outside the Pennsylvania State System of Higher Education."

Additional IUP guidelines state that external reviewers may be 1) from a peer institution, 2) from an aspirational institution, or 3) a person who is outstanding in the field of study and has had administrative level experience. Programs must disclose any affiliations that any members of the program might have with the proposed reviewers, and avoid potential conflicts of interest, such as joint publications, personal friendships, etc. It is standard practice that external evaluators shall be from a university of similar or greater Carnegie Foundation rank to IUP (i.e., Doctoral Research University).

The names and CVs of three proposed external reviewers that meet the above qualifications should be submitted to the College Dean and Provost's Associate as e-mail attachments by Sept 30 of the review year. The program can choose to submit these names in a ranked list, and may also provide an explanation for these rankings. The Provost and College Dean will assess the qualifications of the proposed reviewers and determine which of them, if any, are acceptable. If none is deemed acceptable, then the program will be asked to submit additional names. The Provost will make the final decision on which reviewer is selected. The Provost's Associate will notify the College Dean and program chair or director by October 20 of the selection. The program is then responsible for notifying the reviewers of his/her selection, and also for notifying those not selected. Programs should also send the reviewer copies of both the "Best Practices for Outside Reviewers" and "IUP Procedure for the Review of Academic Programs" documents located at the Academic Affairs website (http://www.iup.edu/page.aspx?id=66719).

A nominal amount of funding is available from the Provost's Office to support travel arrangements for one external reviewer. Additional support from the college and/or department can be used if additional reviewers are desired by the program or college (for example, two very different programs are up for review) but the names and CVs of these reviewers must also be submitted to the Dean and Provost's Associate's Office for approval. For more information on funding, consult the "External Evaluator Site Visit Process" document at the academic affairs website (http://www.iup.edu/page.aspx?id=66719).

Additional guidance for graduate programs can be found on the School of Graduate Studies and research website (http://www.iup.edu/graduatestudies/faculty/default.aspx)

Creation of Draft Program Review Narrative (Fall of Review Year)

To develop the draft of the program review, the review team should first select the appropriate template from the two available State System-designed templates. Both templates can be downloaded from the Academic Affairs website (http://www.iup.edu/page.aspx?id=66719). The first template, the "Academic Program Review Summary Form," should be used for academic program reviews while the second template, the "Academic and Student-Support Program Review Summary Form." should be used by non-degree granting units (e.g. Library, Registrar, Office of International Education). Note that the final program review will consist of two parts: 1) the program review itself (which uses the appropriate template as its outline) and 2) any appendices or supporting documents.

For the program review draft, all areas of the template should be filled out in narrative form except for the "Comments" section (Section VII or IX depending on the template selected). The comments section will house the external reviewer's report and any response from the program (optional) in the final version of the report. Data for programs are available through either the Office of the Associate Vice President for Academic Administration or the Office of Institutional Research, Planning, and Assessment.

Submission of the Draft Program Review Narrative (Fall/Spring of Review Year)

The draft program review must be submitted by the program to the College Dean no later than December 30. This will allow the Dean the opportunity to provide feedback and suggest edits. After approving the draft copy, the College Dean will submit a signed hard-copy and an electronic copy to the Provost's Associate's Office by January 31. In general, best practice dictates that deans and programs are in contact throughout the fall semester about the progress on the program review in order to avoid unwanted delays in the process.

Provost's Office Review of Draft Program Review (Spring of Review Year)

An internal Provost's Office review committee will ensure that each program review document meets a minimum level of coverage and depth before the program sends it to external reviewers. By February 28, the Provost, in consultation with the College Dean and review committee, will recommend:

- Acceptance without revision to the program review document,
- Acceptance with required revisions, or
- Resubmission with required revisions.

Following the Provost's Office's review, the program consults with the dean and then indicates the time line for making necessary edits.

Scheduling the External Reviewer's Visit (Spring of Review Year)

Once the draft program review has been approved, the Provost's Associate's Office will give the program authorization to schedule their outside reviewer's visit (**programs are not to schedule reviewers until explicit authorization is given**).

The program should then contact the reviewer to request 2-3 potential date options for a visit. A copy of the approved program review draft should be sent with this e-mail. After obtaining the potential date options, the program must notify the Provost's Associate's Office. The Provost's Associate's Office will attempt to schedule a meeting among the Provost, Dean, and the Reviewer on one of the potential date options provided; however, if

the Provost and Dean's schedules cannot accommodate the dates, additional dates will need to be provided. A confirmation e-mail will be sent to the program once the meeting is scheduled.

External Reviewer Visit (Spring of Review Year)

Once the meeting between the Provost, College Dean, and external reviewer is scheduled and confirmed by the Provost's Associate's Office, the program may begin scheduling other events for the reviewer's visit. The remainder of the reviewer's schedule is determined by the program, but often includes meetings with program faculty, students, program coordinators, and the chair.

Creating the Final Program Review (Spring of Review Year)

The external reviewer should submit their report via e-mail to the Provost, College Dean, Provost's Associate, and program chair or director by May 15. If more time is needed, the reviewer should contact the Provost's Associate. The program review team should then add the report to the Comments section of their review. If the program wishes, a response to the reviewer's report can be written and added to the comments section as well.

Submission of the Final Program Review (Summer of Review Year)

Two print copies, signed by the department chair or program director, should be delivered to the dean for review and signature. One of the signed copies should be left with the dean and the other must be delivered to the Provost's Associate's Office by June 10. In addition, an electronic copy of the report and all appendices must be delivered to the Provost's Associate's Office with the final signed hardcopy. The electronic copy does not need to be signed as the Provost's Associate's Office will scan and replace the signature page once the Provost signs the final copy. A scanned copy of the signature page will be e-mailed to the College Dean and department chair or program director by the Provost's Associate's Office.

Program Review Reflection Meeting (Fall following Review Year)

During the fall semester following the review year, a reflection meeting with the Provost, Associate Vice President for Academic Administration, Dean of the School of Graduate Studies and Research (if there is a graduate component), College Dean, Provost's Associate, and program representatives will be held to assess the forward progress of the program, as well as strategies for continued implementation of the action plan. This meeting will be scheduled by the Provost's Associate's Office during the summer following the review year.

Annual Reports (Each year following the Review Year)

Programs must submit an annual report to their College Dean in the years following the review year. This report is to show progress on the action plan outlined in the review. The College Dean will submit the annual reports to the Provost's Associate by June 30 of each year.

Provost's Associate's Office Contact Information

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PROGRAM REVIEW TIMELINE:

Activity	Deadline
Dept. Chair or Unit Director convenes a program review team, and the review team attends a mandatory workshop on academic program review that is offered by Provost's Office staff.	Spring of preceding academic year
Program sends names and curriculum vitae of three recommended external reviewers to College Dean and Provost's Associate, who forwards information to the Provost.	September 30 of review year
Provost consults with College Dean and then selects external reviewer; Provost's Associate notifies College Dean and program Chair or Director of selection.	October 20
Program review submitted to College Dean for review and approval. College Dean may require edits.	December 30
Draft of approved self–study report, signed by the College Dean, is submitted by the College Dean to the Provost's Associate. The program review should be submitted electronically and in hard copy.	January 31
Provost's review team reviews the program review and then consults with College Dean; joint feedback communicated to program. Program indicates timeline for making edits.	February 28
External review visit is either scheduled or postponed based on the extent of required edits. This decision is made by the Provost in consultation with the College Dean. Program schedules program reviewer meetings at least one month in advance to ensure that all relevant Provost's Office representatives and the College Dean can attend. Program works with Provost's Associate's Office to coordinate scheduling of meeting with Provost. Department sends approved program review to external reviewer(s) and notifies the Provost's Associate when it has been sent. Program makes agenda for external reviewer's visit.	April 1
External reviewer receives documents and conducts site visit.	Generally March, April, or May
After the visit, external reviewer submits report to the Provost, the Provost's Associate, the College Dean, and the Chair or Director.	May 15
Program incorporates external reviewer's report into the program review and submits the final version to the College Dean for signature. The program then submits the signed program review to the Provost's Associate in both hard copy and electronic format.	June 10
Provost's Associate's Office coordinates final submission of the program review to PASSHE.	June 30
Provost's Associate's Office coordinates a reflection meeting with program representatives, members of the Provost's review team, and the College Dean in order to assess the forward progress of the program, as well as strategies for continued implementation of program review action plans. College Deans require annual reports from programs regarding progress on action plans and submits reports to Provost's Associate by June 30.	Fall of year after program review