

Procedures for the Periodic Review of Academic Programs

1. Academic programs are reviewed on a periodic basis, approximately every six or seven years. The schedule of reviews is provided following this page. The review is conducted by a team of external reviewers.
2. The program to be reviewed will prepare a self-study that addresses a set of questions jointly developed by the provost and department chair. The self-study is completed about two months prior to the external review team visit and constitutes the broad framework for the review.
3. The external review team will consist of two to four people whose expertise is in the area to be reviewed. As a general rule, the review team will be composed of faculty from institutions with a similar mission and size, although a university faculty member may also be an appropriate choice.
4. The review team will be selected jointly by the provost and the program or department chair, in consultation with the department. The provost, in consultation with the program or department, will designate one member to chair the team and to be responsible for the final report.
5. Four to six weeks before the review team visits the campus, the provost will send to the review team general information about the College such as the catalog, faculty handbook, course listing, and specific information about the program under review, including the self-study, program's or department's policy statement, vitae of program members, enrollment patterns, and information on majors and graduates, plus additional information at the visitors' request. The program or department will designate a contact person, who will be identified in the pre-visit packet sent to the reviewers.
6. The visit is generally for two days. During the visit the team will meet with the Provost, the relevant program coordinator or department chair, other members of the program or department, student majors, other students who have studied in the program or department, and any relevant faculty or administrators. The team will also tour the facilities, examine library support and other relevant resources, and undertake additional activities considered relevant to their visit.
7. The review team should have an opportunity before leaving campus to develop the main outlines of its report and to have the chair of the team report on its substance to representatives of the program or department and the provost. The chair of the team should submit the report to the provost within four weeks of the visit after checking the accuracy of details with the program or department.
8. The program will review the written report from the review team and may prepare a written response to the report.
9. The provost will provide the self-study, program review, and department response to the planning committee for review and discussion.
10. In consultation with the provost and planning committee, the department develops (revises) its long-run curricular and staffing plan.