

Orientation for Academic Program Reviews

2012-2013

W UNDERGRADUATE ACADEMIC AFFAIRS
UNIVERSITY *of* WASHINGTON

W ACADEMIC AFFAIRS & PLANNING
UNIVERSITY *of* WASHINGTON
The Graduate School

Introduction

- Purpose of this meeting:
 - Orient academic units to the review process
- Outline for today:
 - Overview of the review process
 - Selecting the review committee
 - Content of the self-study
 - Site visit
 - Resources available to you

Purpose of Program Reviews

- Primary purpose: evaluate academic excellence
- Emphasis on future-oriented strategic planning rather than retrospective accounting
- Includes all undergraduate and graduate programs
- Program review is mandated by the State of Washington Higher Education Coordinating (HEC) Board and the University.

Program Review Timeline

- Autumn Quarter – year before review
 - Unit submits documentation:
 - unit-defined questions for self-study
 - review committee suggestions
 - suggested site visit dates
- Winter and Spring Quarters – year before review
 - Charge meeting
 - Includes the review committee; unit leadership; school/college/campus leadership; representatives from Graduate School, Undergraduate Academic Affairs, Graduate School Council, FCAS/FCTL)
 - Results in formal charge to the review committee as well formal charge to the unit to write the self-study

Prior to Site Visit

- Academic Affairs and Planning makes self-study available to all review participants
- Unit collaborates with Academic Affairs and Planning to plan site visit and respond to needs of review committee

The Site Visit

- Meetings with unit constituents and key stakeholders, including faculty, students, staff, and others
- Graduate & Professional Student Senate survey and participation in student meeting
- Exit discussion between those present at the charge meeting plus a Provost's Office representative

Final Events

- Review Committee Report (within 4 weeks)
 - Submitted to Office of Academic Affairs & Planning
- Academic Unit's Response (within 4 weeks)
 - Response letter to review committee report
- Graduate School Council consideration of report and recommendations
- Graduate School Recommendations to Provost

Self-Study Structure

- Part A
 - Unit's responses to pre-defined questions
- Part B
 - Unit's responses to questions it has defined
- Part C
 - Required appendices

Self-Study

- Limit of 25 pages
- Units with national accreditation reviews
- Submit one hard copy and one digital copy
- Submission deadlines:
 - September 1 for Autumn Quarter site visits
 - November 1 for Winter Quarter site visits
 - February 1 for Spring Quarter site visits

Review Committee Recommendation Form

- Completed form contains:
 - Ranked list of potential reviewers
 - Indication of potential committee chairs (internal members)
 - 8 internal reviewer suggestions
 - 8 external reviewer suggestions
 - Reviewers must have no conflicts of interest

Conflicts of Interest

- Possible conflicts of interest include faculty who:
 - have a joint, adjunct, or affiliate position in your unit
 - have been a mentor for or mentee of a faculty member in your unit
 - are unit alumni
 - were considered for a position in your unit within the last five years
 - are currently on a visiting or advisory committee
 - have previously chaired a review committee or served on a visiting committee in your unit
 - have engaged, or are currently engaged, in collaborative research or published with a member of your unit
 - have a significant personal or professional relationship with a unit member

Example of Review Process Timeline

- Site Visit
 - Autumn Quarter, 2012
- Review Committee Report (4 weeks):
 - Winter Quarter, 2013
- Academic Unit's Response (4 weeks)
 - Winter Quarter, 2013
- Graduate School Council Review
 - Spring Quarter, 2013

Another example of Timeline

- Site Visit
 - Winter Quarter, 2013
- Review Committee Report (4 weeks)
 - Spring Quarter, 2013
- Academic Unit's Response (4 weeks)
 - Spring Quarter, 2013
- Graduate School Council Review
 - Autumn Quarter, 2013 (next academic year)

Review Process Documents

- Review committee charge letter
- Site visit agenda
- Self-study*
- GPSS report*
- Review committee report*
- Unit's response to report*
- Letter to Dean / Chancellor / Vice Chancellor*

**Published on Provost's website upon completion of the review, password protected*

If you need help...

○ Contacts in the Office of Academic Affairs & Planning:

- James Antony, Associate Vice Provost and Associate Dean
- Rebecca Aanerud, Associate Vice Provost and Associate Dean
- Augustine McCaffery, Senior Academic Program Specialist
- David Canfield-Budde, Academic Program Specialist
- Jean Rogers, Interdisciplinary Programs Coordinator
- Robert Corbett, Coordinator of New Programs
- Lenina Arenas-Fuentes, Assistant to the Deans