PURPOSE
This policy establishes the University’s guidelines, procedures and timelines for Program Review.
A systematic internal program review process encourages improvement through analysis of the quality of the University’s academic programs, academic support, and administrative support units. It serves as an evidence-based means to evaluate program quality, productivity, need and demand within the University, state, and region.
The University’s program review includes a unit self-study component that allows administration, faculty, staff, students, and the review team to consider a unit’s recent accomplishments and challenges and also engages each unit in a planning process to address future needs appropriate to the University’s mission. The review, which will include teaching, scholarship, service, academic programs, and administrative and support services, is designed to evaluate each unit as related to the University’s mission and goals.

POLICY
On a seven-year cycle, or an approved accreditation review cycle, each unit will conduct a self-study to assess its major strengths, weaknesses, opportunities, and concerns in the areas of quality, demand, and resources. The unit may also include other unique or significant aspects in the self-study. The self-study will conclude with a plan for continuous improvement. Once completed, the self-study will be submitted to a peer review team for evaluation.
Accredited programs may substitute the visiting team’s report from an accrediting body’s on-site review for the peer review requirement upon approval of the Provost and Vice President of Academic and Student Affairs. If approval is granted to allow substitution, the visiting team’s report must be included as an attachment to the program review self-study.

Ad hoc review of a unit may be required by an appropriate administrator at any time. A series is defined as one, seven-year review cycle. The year after a series has been completed may be used for evaluation and planning purposes in order to continually improve the Program Review process.

**RESPONSIBILITY**
The Executive Director of Planning and Research and the Coordinator of Institutional Effectiveness, in consultation with the University Council, Program Review Subcommittee and the Institutional Effectiveness Committee will recommend specific program review guidelines, procedures and timelines to the President for approval.

**EVALUATION**
This policy and published guidelines, procedures and timelines will be reviewed every three years by the Institutional Effectiveness Committee. The status of program review and any recommendations for change or improvement will be included in the committee’s annual report to the President.