

UNIVERSITY OF WISCONSIN-EAU CLAIRE

# PROCESS AND PROCEDURES FOR ACADEMIC DEPARTMENT/PROGRAM REVIEW

The process and procedures defined herein replace the processes and procedures for annual and seven-year department/program reviews.

Annually, Institutional Research will provide academic departments/programs with the *Public Accountability Matrix* and the *Strategic Accountability Matrix*. The matrices form the basis for annual planning and update meetings between the department/program and the appropriate college dean.

Each non-accredited academic department/program will undergo formal review at least once every seven years. Where applicable, a joint undergraduate and graduate review will occur simultaneously. For externally-accredited departments/programs, the accreditation process replaces the UW-Eau Claire department/program review process.

Exceptions to the approved review schedule may be made by the Provost.

## REVIEW PURPOSE AND COORDINATION

The academic department/program review process represents a peer assessment of a program's university citizenship including its quality and strategic centrality. The Office of the Associate Vice Chancellor for Academic Affairs (AVC) will coordinate the department/program review process.

## THE SELF STUDY

The self-study should provide a concise narrative using the format contained in the *Academic Department/Program Self Study Template* (see attached).

## THE EXTERNAL CONSULTANT

An external consultant will be used for all department/program reviews. Each department/program will submit to the AVC a list of at least three potential external reviewers. These potential external reviewers should hold or have held the position of department chair or an administrative position above chair and should be employed outside the state of Wisconsin. The final selection of the specific consultant will be made by the AVC.

The consultant will visit UW-Eau Claire during which s/he will interview members of the department/program, the dean and other appropriate administrators, groups of students and alumni. The external consultant will prepare a written report and submit that report to the AVC within 30 days of the visit.

## THE INTERNAL REVIEW COMMITTEE

The AVC shall appoint a three- to five-member Internal Review Committee (IRC) for each program undergoing review. In naming members of the IRC, the AVC will give consideration to lists of nominees submitted by the academic deans and the program undergoing review. Whenever possible, the Review Committee should include an individual from a related academic area, an unrelated academic area, and the immediate prior Review Committee.

## REVIEW PROCEDURES

### REVIEW ORIENTATION

In the year of the review, the department/program current self-study will be provided to the external consultant. A full set of orientation materials will be provided to the IRC, including but not limited to the following:

1. The *Public Accountability Matrix* and *Strategic Accountability Matrix* for each of the years since the immediately-prior review.
2. The department/program current self-study.
3. The Academic Department/Program Review Form (see attached) from the immediately-prior review, including any and all attached narratives.
4. The department response from the immediately-prior review, if any.
5. The Provost recommendations from the immediately-prior review.
6. Any progress reports since the immediately-prior review.

During orientation, both the IRC and external reviewer shall be advised as follows:

1. Limit recommendations to the primary goals that are attainable and doable by the program/department;
2. Recognize that every recommendation must be addressed by the program/department.

### REVIEW COMMITTEE EVIDENCE GATHERING

At a minimum and independently from one another, the IRC and the external consultant are to conduct separate interviews with the following individuals or groups:

- a. department chair/program director and/or coordinating committee for interdisciplinary programs;
- b. instructional staff (typically Review Committees have met separately with the tenured and the non-tenured instructional staff);
- c. students in the program(s); and
- d. appropriate dean(s) and other administrators.

Additionally, but at the discretion of the IRC or external consultant, brief questionnaires can be sent to students majoring in the department/program and to alumni of the department/program.

### REVIEW REPORTS AND ROUTING

The IRC will submit the Academic Department/Program Review Form and associated narrative (if any) to the AVC by the end of the fall semester. The AVC shall attach the external consultant's report to this same form.

#### *PROGRAM RESPONSE*

The AVC will forward the review materials to the department/program. The department/program will complete the appropriate section of the review form and submit it and any associated narrative to the AVC.

#### *DEAN RESPONSE*

The AVC will forward the review materials to the college dean. The college dean will complete the appropriate section of the review form and submit it and any associated narrative to the AVC and the chair/director. The dean is expected to provide narrative for any "Disagree" decision.

#### *ACADEMIC POLICIES COMMITTEE (AND/OR GRADUATE COUNCIL) RECOMMENDATIONS*

The AVC will distribute the review form and all attachments to the Academic Policies Committee (and/or Graduate Council, with a copy to the program). The program will be invited to meet with the Academic Policies Committee (and/or Graduate Council) to discuss the review. Afterwards the Academic Policies Committee (and/or Graduate Council) will complete the appropriate section of the review form and submit it and any associated narrative to the AVC.

**PROVOST**

The AVC will forward the review form and all attachments to the Provost. After reviewing the materials, the Provost and Associate Vice Chancellor will meet with the department chair/program director and appropriate dean. They will arrive at an agreement as to which recommendations can and should be implemented. The Provost will then forward a copy of the agreement to the Academic Policies Committee (and/or Graduate Council).

**PROGRESS REPORT**

Two years subsequent to the review, the chair/director will submit a progress report to the Provost describing progress toward implementing the recommendations. Earlier submission may be required at the discretion of the Provost.

**REVIEW TIMELINE****IN THE ACADEMIC YEAR PRIOR TO REVIEW**

<b>Item</b>	<b>Date</b>
Fall Semester – Department/Program Orientation Meeting <i>AVC distributes self-study format and appropriate data Chairs attend meeting; gather evidence; begin self-study process</i>	October
Internal Review Committee Membership and External Consultant Suggestions <i>Departments contact potential nominees; determine willingness to serve Sent to AVC</i>	April 1
Selection of Internal Review Committee and external consultant <i>Formal appointment (and decline of services) letters sent by Provost</i>	May 15
Self-Study Completed <i>Sent electronically to AVC</i>	August 1

**IN THE ACADEMIC YEAR OF THE REVIEW**

Review Orientation <i>Conducted by AVC; department chairs invited</i>	September
Review Reports Due <i>Send electronically to AVC</i>	December 10
Response from Department to Review Reports <i>Sent electronically to AVC</i>	February 1
Recommendations from Academic Policies Committee (and/or Graduate Council) <i>Sent electronically to AVC</i>	Spring
Provost meets with Chair/Dean/AVC	Summer
Provost Recommendations <i>Sent to department and Academic Policies Committee (and/or Graduate Council)</i>	Summer

**IN THE ACADEMIC YEAR AFTER THE REVIEW**

Provost “report back” to Academic Policies Committee (and/or Graduate Council)	February
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**IN THE SECOND ACADEMIC YEAR AFTER THE REVIEW**

Department Progress Report Due <i>Sent electronically to AVC</i>	Spring
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