

WKU Academic Program Review Roles & Responsibilities (rev. 8/31/26)

Non-Accredited Programs

Provost's Office

- Oversees the review cycle
- Oversees the Annual Calendar/Schedule of Review
- Provides training for cohorts each year
- Provides training and orientation for Review Committees
- Attends the final session with the Review Committee
- Receives the final summary from the dean and accompanying document
- Oversees the university process for consistency

Dean/Dean's Office

- Selects Review Committee—confers with department chair on choices, sends appointment/charge memo to committee members
- **Manages contract and initial onboarding of external reviewers (or assigns to departments depending on college budget procedures)**
- Shares the program's self-study report with Review Committee in advance of the visit
- Meets with Review Committee on Review Day
- Attends final session with Review Committee's preliminary results
- Manages payment/reimbursement of external reviewers
- Receives and considers the Review Committee's final report and shares with the department chair
- Meets with department chair, program coordinator and program faculty to discuss the program review (within X of receiving the report)
- Writes final summary of the process program strengths and recommendations for improvement or any requirements for follow-up reports that the dean may choose to make to the program. The dean's final summary must include the following elements:
 - A list of the academic program(s) (i.e., degrees/majors) reviewed
 - A summary of the Review Committee's findings, including an evaluation of the strengths and areas for growth for the/each program
 - Recommendations for future directions, and, if applicable, a commitment to provide resources
- Sends the final summary of the review, the self-study report, the Review Committee's report, and the program's response, if any, to the Provost's Office and (when appropriate) the Graduate School

Department Chair

- Participates in training/cohort meetings
- Submits names of three potential external reviewers to dean by October 15
- Contacts and confirms external reviewers once dean has selected external reviewers
- Finalizes the site visit dates itinerary by the first day of class, spring semester
- Submits self-study on behalf of the program by January 27
- Coordinates the campus visit--communicating with Review Committee members, managing logistics, and scheduling meeting. ***Please note that external reviewers must pay for their travel/accommodations and file the necessary paperwork to be reimbursed by WKU.***

- Receives the Review Committee report from the dean and works with program coordinator to correct any errors of fact; sends proposed corrections to the dean
- Meets with dean, program coordinator, and program faculty to discuss the program review
- Receives the dean's final summary and disseminates it to program coordinator and faculty
- Leads implementation of action items in dean's summary

Program Coordinator

- Participates in training/cohort meetings
- Takes the lead on developing the self-study
- Collaborates with the department chair and program faculty to develop the self-study
- Arranges meetings with program faculty to develop and review the self-study
- Attends campus visit meetings
- Collaborates with dean to respond to any errors of fact in the Review Committee report
- Works with department chair and program faculty to implement action items in dean's final summary

Program Faculty

- Participate in developing, reviewing, and approving self-study before submission
- Attend meetings on the day of the campus visit
- Attends meeting with dean before submission of dean's final report
- Work with department chair and program coordinator to implement action items in dean's final summary

Review Committee Chair

- After having Zoom orientation with Asst. Provost, schedules a Zoom planning meeting with review committee before the site visit
- Sets the meeting agendas during the campus visit and leads meetings
- Makes specific assignments to Review Committee members, overseeing the review process, producing the report, getting feedback from the committee, and submitting the final report to the dean

Review Committee

- Use the Review Committee Guidelines, Template, and Checklist to respond to the italicized directions in each section.
- Work with Review Committee Chair to produce narratives (usually 3-10 pages) that include:
 - A completed checklist (one per committee)
 - A summary of the activities of the Review Committee and materials reviewed
 - An evaluation of the strengths and weaknesses of the program
 - Advice to the program, dean, and/or provost for improving the program
 - Recommendations for future directions
 - Specifications for any necessary follow-up action
- Note: the committee provides valuable outside perspectives based on, in the case of reviewers external to WKU, best practices in the academic discipline, and in the case of reviewers internal to WKU, the work and mission of the institution. Aside from those differing perspectives, there is no real difference in participation by WKU and non-WKU members. Each committee will determine specific roles/responsibilities for each member before the site visit.