

## **WKU Academic Program Review Roles & Responsibilities** (rev. 8/30/22)

### **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
- 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
- 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 weaknesses 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 five potential external reviewers to dean by October 15
- Contacts and confirms external reviewers once dean has selected external reviewers
- Submits self-study on behalf of the program by January 27

- Coordinates the campus visit--communicating with Review Committee members, making arrangements for external reviewers, managing logistics, and arranging/scheduling meetings
- 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**

- 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 Rubric and 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 rubric (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