



## Guidelines for Academic Program Review

*The purpose of the Academic Program Review is to evaluate a program's alignment to the mission, vision, and strategic plan of Texas Christian University, and to ensure academic program excellence, relevance, and sustainability as students develop into ethical leaders, professionals, and scholars.*

A review of each program will be conducted on a periodic basis (every 10 years) according to the review schedule published on the Office of Institutional Effectiveness website. The review will take approximately 12 months to complete and will include time for the program to complete a Self-Study Document.

Departments will receive written notice by February 1<sup>st</sup> that the program review will occur the following academic year. The notice will include a list of programs to be included in the departmental review. The notice will also include the amount of financial assistance available from the Office of Institutional Effectiveness to support the external reviews.

The Self-Study Document will be due on September 15<sup>th</sup> of the subsequent Fall semester. The department/program will be given two months for scheduling and completion of the external program review by an External Review Team. The External Review Team should receive the Self-Study Document with ample time for review, consideration, and response. The External Review Team, if requested, may schedule a "report out" meeting with the appropriate college/school dean. The External Review Team Report, including a completed rubric, will be due to the program director, department chair, and dean by December 15<sup>th</sup>. Programs that undergo specialized accreditation (i.e., AACSB, CCNE, etc.) should contact the Office of Institutional Effectiveness by March 15<sup>th</sup> following being informed to initiate their self-study to gain permission to submit their external accreditation materials as partial or complete fulfillment of the self-study and/or external review team report.

The program and department chair are given approximately 1.5 months to respond to the External Review Team's feedback via completion of the Academic Program Review Department and College Response Form and submission to the college/school dean.

The response will be due to the appropriate college dean by February 1. The dean will subsequently provide a succinct summary of the program review findings for review by the Provost. All materials (Self-Study Document, External Reviewer Feedback, and Department and College Response) should be provided to the Provost's Office, via the Director of Institutional Effectiveness, by March 15<sup>th</sup>. A copy should also be provided to the Dean of Graduate Studies for all graduate program reviews.

The Provost will have access to all materials, findings, and recommendations of the report, and will provide a written response to the college/school Dean. If necessary, an action plan and timeline for completion may be requested of the program to address any outstanding matters, with a follow-up assessment scheduled within one year to measure the progress the program has achieved to address issues identified during the review.

In the rare case that a recommendation is made and approved to close a program, a plan for winding down program activities and teaching remaining students should be submitted for approval. Program closure must be carefully coordinated with the Office of Institutional Effectiveness to ensure compliance with SACSCOC expectations.

### Templates

The Office of Institutional Effectiveness (IE) will provide templates for use during the program review process, including:

- Program Review Policy
- Calendar for Academic Program Review
- Guidelines for Academic Program Review
- Academic Program Review Self-Study Document
- Academic Program Review External Reviewer Feedback
- Academic Program Review Department and College Response

### The External Review

A team of 2 external reviewers should be invited to perform a review of the department's program(s) in the Fall term. The department chair, in consultation with the dean of the college, departmental faculty, and the Office for Institutional Effectiveness determines an appropriate external review committee consisting of two academic professionals in the appropriate discipline(s). Every effort should be made to recruit external review members from similar institutions, peer or aspirant programs, or reviewers with national recognition in the discipline.

The Office of Institutional Effectiveness budget will provide a standard stipend for external reviewers (2 reviewers per department; pre-determined stipend amount per reviewer). Departments wishing to include on-campus sessions with their external reviewers or additional reviewers may request permission to do so through their Dean who, if in agreement, will seek permission from the Provost. The Dean will then notify the Office of Institutional Effectiveness of the plans and schedule for the on-campus sessions. The department requesting the on-campus component or additional reviewers will cover the additional costs for the on-campus component (e.g. external reviewer travel, catering, etc.) and/or pre-determined stipends of the additional reviewers.

The Self-Study Document should be provided to the external with ample time for review, consideration, and response. A timeline for receiving information from the department, schedule of virtual and/or on-campus visit (including meeting times with appropriate faculty and staff), and scheduled time for submission of the final report should be agreed to by the department chair, program director(s), the Director of Institutional Effectiveness, and external reviewers at least one month prior to scheduled external review.

### External Review Team Charge

TCU aspires toward a culture of continuous assessment to maintain an evolving portfolio of academic programs that strengthen our academic profile & reputation, prepare graduates for the world of today and tomorrow, and ensure responsible stewardship of the institution's resources.

Therefore, we ask for the External Review Team to provide an overall assessment of the academic program in terms academic excellence, program relevance, and program sustainability.