FAQs / Program Review Process

Q: Why are program reviews important? A: Program reviews provide critical information to faculty, administrators, Trustees, and other stakeholders. Such assessments have taken on added importance under Responsibility Centered Management and changes in university-accreditation criteria.

Q: How often do program reviews take place? A: Reviews are typically conducted on a seven-year cycle.

Q: Will my program be notified of an impending review? A: Yes, by March for autumn program reviews. Programs are notified by the chair of the UCC Program Review Committee, who works with programs to keep the process moving and on time.

Q: When are self-studies due and are there requirements? A: Self-studies must be submitted to the chair of the Program Review Committee by September 15. The self-study requirements are found on the UCC’s Program Review Committee’s website and the program-review website of the Associate Provost for Faculty and Academic Planning.

Q: How are self-studies structured? A: It is highly recommended that programs use the structure reflected in the self-study requirements.

Q: What are the general goals of the self-study? A: A self-study should provide a strong narrative and relevant data on the program’s past and current work, as well as identify goals and aspirations for the near and long terms. If assembling a self-study is new to a program’s leadership, examples are available from the Program Review Committee.

Q: How are the internal reviewers chosen and compensated? A: The Program Review Committee selects internal reviewers from a cadre of OU faculty who have received training and/or have reviewed programs in the past. Programs have an opportunity to provide objections to any particular appointment, though the Program Review Committee has the final word. Compensation for internal reviewers is funded and arranged by the Provost’s office, without any need for administrative work on the part of individual programs.

Q: How are external reviewers chosen and compensated? A: Programs are required to submit a list of possible external reviewers to the Program Review Committee by July 30. Programs are asked to ponder conflicts of interest or other similar issues before submitting their nominations. The Program Review Committee makes final determinations. External reviewers are compensated with a $1000.00 stipend funded by the Provost’s office, which also provides funding for travel and lodging expenses related to the site visit. It is important for programs to understand clearly that external reviewers must be compensated through BobcatBUY; programs and external reviewers must complete all appropriate BobcatBUY paperwork before any compensation and reimbursement can occur. The Provost’s office does not initiate the compensation process; programs are responsible for initiating all paperwork related to external-reviewer compensation. Programs should contact Anita Leach in the Provost’s office for an account number and information related to financial matters related to compensation and reimbursement.
Q: How many external and internal reviewers review any particular program? A: It depends on the size and complexity of the program. The typical arrangement sees one external reviewer and two to three internal reviewers. The Program Review Committee works with programs to determine the ideal number of reviewers.

Q: Who handles the scheduling of the reviews? A: Programs are in charge of scheduling. Working with the Program Review Committee (which assigns internal reviewers), a program under review identifies site-visit dates (scheduled for October or November, typically) and composes a site visit’s agenda (examples are available from the Program Review Committee). In most cases, site visits take two days and must include meetings with faculty, staff, students, the dean, and the Provost (or representative). The Program Review Committee’s role in scheduling involves working with programs to make sure internal reviewers are assigned and that their visits coincide with that of an external reviewer.

Q: When are internal and external reviewers compensated? A: Internal and external reviewers received compensation only after their report(s) have been submitted to the Program Review Committee and to the program under review. Again, the Provost’s office handles all internal-review compensation, while programs should work with Anita Leach to arrange compensation for external reviewers.

Q: Do internal and external reviews happen at the same time? A: Yes, they do, and those reviewers can choose to compose a single report or the external and internal components can take form as separate reports.

Q: To whom are site-visit reports submitted? Reports are submitted to the chair of the Program Review Committee, who then promptly distributes the report to the program’s chair, and the appropriate Dean’s office.

Q: Do chairs and deans have the opportunity to comment on the reports? A: Yes. Chairs and deans have two (2) weeks from the report’s submission to comment. Those comments are appended to the report, which then flows to Graduate Council (if the program has a graduate component), the UCC, and, ultimately, to the Board of Trustees.

Q: What happens if a program doesn’t comply with program-review requirements and specified timetables? A: All of the program’s UCC business (course approvals, etc.) gets tabled until the process is back on track.

Q: Who are principal contacts for the program-review process? A: Dr. David Ingram, Chair of the Program Review Committee (ingham@ohio.edu); Dr. Patrick Barr-Melej, Provost Faculty Fellow for Program Review (barr-mel@ohio.edu); Dr. Howard Dewald, Associate Provost for Faculty and Academic Planning (dewald@ohio.edu).

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