**UCC Program Review Process**

The UCC Program Review process serves two intertwined purposes: satisfying Ohio Department of Higher Education (ODHE) and Higher Learning Commission (HLC) requirements for the accreditation of programs and providing information for units to conduct strategic planning. It is necessary for reviews to be completed in a timely manner so as to ensure that 1) the UCC may determine the viability of a program based on current information and 2) that the Department, College and University have current information in making planning decisions.

The review process will:

* Ensure the review be completed in a timely manner: 15 months from start to finish.
* Provide sufficient information for the UCC to determine whether a program **is viable, in jeopardy**, or recommended **to be discontinued**.
* Convey any commendations or concerns that may affect a program’s future viability, and if it is in jeopardy, when a re-review should take place.
* Be integrated into a strategic planning process and provide both a history of the program's recent past and sufficient detail to serve for future planning.
* Expect programs to use outcomes-based assessment as a method of continuous improvement.
* Be open, transparent, and archived

The following timeline is to be followed:

1. In March of the calendar year prior to its review, the chair of the Program Review Committee (PRC) will remind the program that its self-study will be due September 15th. Programs not completing self-studies by the deadline will have all UCC business tabled until the self-study has been submitted.
2. The program will provide a list of potential external reviewers to the chair of the PRC and the Provost’s office prior to July 30th. The chair of the PRC will consult with the Provost’s office on the suitability of the reviewers and, within two weeks, the chair of the PRC will provide the program with feedback on its external reviewers. A program may ask the chair of the PRC for permission to use an accreditation report in lieu of external reviewers. However, a site visit with internal reviewers will still be needed and the accreditation report must be integrated into the self-study materials and available to the reviewers.
3. The program should schedule the site visit before the last week of classes in the Fall semester. See below for the site visit requirements.
4. Once the site visit is scheduled, the chair of the PRC will nominate internal reviewers for the site visit, in consultation with the chair of the program.
5. No later than two weeks after the site visit, the site visit report is sent to the chair of the PRC who will make it available to the chair of the program and its dean.
6. The chair and dean will send their responses to the chair of the PRC within two weeks of receiving the site visit report. If there is no response within two weeks, it will be assumed that there are no concerns with the report and the report will proceed to the next stage.
7. When graduate programs are reviewed, the site visit report and the responses from the chair and dean will be sent to Graduate Council. Graduate Council will respond to the report no later than two regular meetings after receiving the materials. If there is no response following two regular meetings, the report will proceed to the next stage.
8. The PRC will discuss the site visit report and responses and arrive at a recommendation for the UCC. The PRC recommendation and supporting materials will be sent to the UCC for approval following two readings.
9. The site report, responses, and UCC decision will be forwarded to the Provost for inclusion as an informational item in a meeting of the Board of Trustees.

Requirements for Site Visits

The site visit is a critical component of the review process. It allows the reviewers to place the information in the self-study in context and to meet with faculty and students to discuss and clarify the information in the self-study. The external and internal reviewers should work together as a team throughout the visit, and the internal reviewers should accompany the external reviewer, to the extent possible, during the site visit. The external reviewer is expected to provide discipline-related expertise. The internal reviewers are expected to provide information regarding Ohio University’s academic and administrative standards.

The program chair or director must build a site visit schedule with the following for the internal and external reviewers:

* Opportunities for the reviewers to meet with students, faculty, and staff involved with the delivery of the programs at all campuses and online. This may be done via the internet.
* Opportunities for all faculty members to meet with the reviewers. This can take the form of one-on-one meetings, small-group meetings, or a general faculty meeting.
* An opportunity for students to meet with the reviewers without faculty present.
* An opportunity for all probationary faculty members to meet with the reviewers without tenured faculty present. This can take the form of one-on-one meeting, small-group meetings, or a general probationary faculty meeting.
* An opportunity for all non-tenure track faculty members to meet with the reviewers without tenure track faculty present. This can take the form of one-on-one meeting, small-group meetings, or a general non-tenure track faculty meeting.
* Meetings with the chair, graduate chair/coordinator, and undergraduate chair/coordinator.
* Opportunities to meet with program support staff.
* A tour of the facilities.
* An opportunity to meet separately, individually or in small groups, with faculty having different levels of participation in interdisciplinary programs.
* Time at the end of the visit for the reviewers to complete a draft of the review report, and complete or at least plan to finalize their report.
* At the end of the visit, an opportunity to meet separately with the college Dean and the Provost, or their designees.
* Sufficient time for the review. Programs typically require one to two days for a complete site visit; larger programs require longer site visits.

The Chair of the PRC and/or the Chair UCC should approve any exceptions to the above.

A timetable for future reviews will be maintained by the PRC in consultation with the Departments, Colleges and the Provost’s office.

This document replaces Restructured Academic Program Review Process approved June8, 2010, and Requirements for Site Visits approved February 10, 2009.

The self-study requirements are approved separately.