

## FAQs / Program-Review Process

(Updated 5/2021)

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 fall program reviews. Programs are notified by the chair of the UCC Program Review Committee (PRC), 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 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 PRC.

Q: Must Athens-campus programs with course offerings on the regional campuses include data about such regional-campus work in their self-studies?

A: Yes. All instruction on the regional campuses under the umbrella of Athens-campus programs must be included in the Athens-campus program's review.

Q: How are the internal reviewers chosen and compensated?

A: The PRC chair 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 PRC 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?

A: The program is required to submit a list of at least three (3) possible external reviewers to the chair of the PRC by July 30. Be aware of conflicts of interest or other similar issues before submitting the list. The PRC chair will then notify the program as to the acceptability of the proposed reviewers.

Q: How are reviews funded?

A: The Provost's office provides programs \$1,000.00 to fund the reviews. Programs/colleges should provide funding as well, given that the standard stipend for an external reviewer is \$1,000.00. In the event that the PRC chair and the Associate Provost agree that a program's

review warrants two *external* reviewers, the Associate Provost will provide programs \$1,000 per external reviewer.

Q: How are external reviewers compensated?

A: It is important for programs to understand clearly that external reviewers must be compensated through BobcatBUY. *The Provost's office does not initiate the compensation process; programs are responsible for initiating all paperwork related to external-reviewer compensation.*

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 PRC 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 PRC (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/itinerary (examples of which are available—contact PRC chair). In most cases, site visits take two days and must include meetings with faculty, staff, students, and the dean. *The PRC'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: 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?

A: Reports are submitted to the chair of the PRC, who then promptly distributes the report to the program's chair/director, 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 PRC, the UCC, and, ultimately, to the Board of Trustees.

Q: What happens if a program does not 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.

## **Contacts:**

Bärbel Such | Chair, UCC Program Review Committee ([such@ohio.edu](mailto:such@ohio.edu))

Marlene Poches | Executive Assistant to the Associate Provost ([poches@ohio.edu](mailto:poches@ohio.edu))

Joni Wadley | Senior Director for Institutional Effectiveness ([schallej@ohio.edu](mailto:schallej@ohio.edu))

