



Handbook of Operating Procedures

Section:
Originally Approved:
Last Amended:

6.10.1
03/20/01

ACADEMIC PROGRAM REVIEW

A. Purpose

All academic programs will be reviewed regularly to evaluate their quality and their effectiveness in supporting The University of Texas-Pan American's mission. This policy describes the composition and responsibilities of the University-level Program Review Committee (PRC) which will oversee the review process. Programs under review will provide self-study documents for the committee's evaluation. The committee will function in cooperation with the Provost/Vice President for Academic Affairs (VPAA), under whose auspices academic program reviews are conducted.

B. Program Review Committee (PRC)

1. The Program Review Committee (PRC) will be a standing academic committee established according to guidelines governing the formulation and operation of Academic Committees and Councils as described in Section 5.2.4 of the *Handbook of Operating Procedures*.
2. The PRC, in consultation with the Provost/VPAA, will develop guidelines for the program review process. These guidelines will include:
 - a. Specific criteria to be applied during the review process.
 - b. A schedule detailing the normal cycle of program review.
 - c. A calendar describing the sequence of events and containing a reasonable timetable for program review.
 - d. Suggested format and content for the self-evaluation document to be prepared by each program.
3. The PRC will submit recommendations based on the results of its review to the Provost/VPAA, the appropriate dean, department chair, and program coordinator (where applicable). These recommendations will take into



Handbook of Operating Procedures

Section:

Originally Approved:

Last Amended:

6.10.1

03/20/01

ACADEMIC PROGRAM REVIEW

account the program's self-evaluation and any supplementary material supplied by the program representative (see c.4 of this policy). They should include an objective assessment of each program's strengths and weaknesses; constructive suggestions for program improvement; and, if necessary, recommendations regarding continuance of the program.

4. The program will prepare a response to the recommendations of the PRC that must include an action plan developed in collaboration with the Dean. The action plan will describe priorities, strategies, and a time frame for each action. The program's action plan will be finalized through negotiations between the Dean and the Provost/VPAA. The plan approved by the Provost/VPAA will be distributed to the PRC, the dean, department chair, and program coordinator (where applicable).
5. The PRC will evaluate the operation of the review process on a continuing basis and report to the Provost/VPAA and Faculty Senate at least annually about any modifications of policy or procedure it considers necessary to improve the efficiency or effectiveness of the review process.
6. A listing of the academic programs reviewed and a summary of the outcomes will be submitted annually to the Faculty Senate by the PRC.
7. The Provost/VPAA will provide, annually, a report to the PRC on the progress that has been made in previous program reviews.

C. Academic Program

1. An "academic program" may be a department or any academically coherent, distinctively functioning subdivision thereof. In order to be separately reviewable under this policy, an academic unit must have tenured or tenure-track faculty officially affiliated with it who are organized to deliver instruction in a single academic area; and it must offer instruction leading to the awarding of degrees.



Handbook of Operating Procedures

Section:

Originally Approved:

Last Amended:

6.10.1

03/20/01

ACADEMIC PROGRAM REVIEW

2. As part of the Academic Program Review process, the academic program designated for review will prepare a self-evaluation document following the format suggest by the PRC. This self-evaluation will be the principal document used in the review of the program. Programs which undergo formal, external accreditation evaluations may submit the self-evaluation report prepared for their accreditation agency. The PRC may, however, request additional information as needed for the UTPA review.
3. One individual from each program under review will be responsible for the preparation and timely submission of the self-evaluation document. This individual also will be responsible for supplying any supplementary written information about the program that may be required. To fulfill these responsibilities, this individual will receive $\frac{1}{4}$ release time.
4. A program representative elected by the faculty will participate in the general PRC discussion of the self-evaluation in order to answer questions and clarify points as necessary.

D. Frequency of Program Review

1. Academic programs shall be reviewed at least every five years according to the cycle established by the PRC in consultation with the Provost/VPAA. Factors considered in the scheduling of programs for review include:
 - a. Elapsed time since the last PRC review of academic programs, budget, and staff.
 - b. Established cycles for external program accreditation evaluations.
 - c. Elapsed time since the last University-wide self-study.
 - d. Overlap or shared responsibilities with other programs being reviewed.



Handbook of Operating Procedures

Section:

6.10.1

Originally Approved:

03/20/01

Last Amended:

ACADEMIC PROGRAM REVIEW

2. Academic programs may be reviewed more frequently if the Provost/VPAA, in consultation with the appropriate dean and the PRC, finds that the circumstances of a particular program require a more frequent review.

E. Review

This policy shall be reviewed by the Provost/Vice President for Academic Affairs in consultation with the Faculty Senate every three years.