

# Process for Full Reviews

(Last Revised 9/8/2023)

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## 12-18 MONTHS BEFORE SITE VISIT

### Initiation of the Review

In late summer or early autumn quarter of the year before the site visit is scheduled, the Graduate School Office of Academic Affairs will notify the academic unit leadership and respective dean/vice chancellor of the scheduled review. For example, a unit scheduled for review in 2025-2026 would receive this notification in summer 2024.

### Attend a Program Review Orientation

In early autumn quarter, each unit to be reviewed the following year will send representatives to attend a Program Review Orientation conducted by the Graduate School Office of Academic Affairs. The unit under review is required to send at least one representative – the recommended attendees for this session are unit/department chairs and staff leads.

### Identify Unit-Defined Questions & Potential Committee Members

After attending the Program Review Orientation, the unit to be reviewed will have approximately two months to engage in an internal conversation aimed at:

1. Identifying potential internal and external review committee members and a set of preferred dates for the site visit.
2. Identifying specific questions which the unit wants addressed by the review committee. Because the program review process is intended as an opportunity to reflect on strengths, challenges, aspirations, and strategic planning, units under review are invited to develop 3-4 questions of importance to the unit. These are referred to throughout the process as unit-defined questions and will supplement the standard set of questions provided by the Graduate School to all review committees. Unit-defined questions and their context will be included in the charge letter to the review committee and further explored in the unit self-study.
3. Submitting this information to the Office of Academic Affairs via the Program Review Planning Form.

**Note:** Units are expected to discuss potential review committee members and unit-defined questions with their dean/vice chancellor and will confirm having done so on the Program Review Planning Form.

## 6-12 MONTHS BEFORE SITE VISIT

### Site Visit Scheduling + Forming Review Committee

In winter quarter the year before the scheduled site visit, the program review team in the Office of Academic Affairs will work with each academic unit to schedule its site visit and establish the review committee.

Once the site visit has been scheduled, the Office of Academic Affairs will assemble a review committee based on the suggested list of faculty members submitted by the unit in the Program Review Planning Form.

The size of the review committee depends on the size and structure of the unit under review:

	SITE VISIT LENGTH	REVIEW COMMITTEE SIZE
Schools and colleges	2-day site visit	2 Internal (UW) faculty 2 External (Non-UW) faculty
Departments with faculty appointments and multiple degree offerings	2-day site visit	2 Internal (UW) faculty 2 External (Non-UW) faculty
Departments with only one degree offering	1.5-day site visit	2 Internal (UW) faculty 1 External (Non-UW) faculty
Interdisciplinary units and programs without faculty appointments	1.5-day site visit	2 Internal (UW) faculty 1 External (Non-UW) faculty
Single graduate certificate programs	1-day virtual site visit	1 Internal (UW) faculty 1 External (Non-UW) faculty

Professional programs may include an expert in the field of practice in lieu of one of the external faculty reviewers, as appropriate and with the support of the relevant dean.

Adjustments to the site visit length and review committee size may be made at the discretion of the Graduate School associate dean of academic affairs.

## Charge Meeting

The charge meeting occurs when a full committee is established. When possible, charge meetings generally take place in spring or summer.

Participants in the charge meeting include:

- Chair/Director, or otherwise faculty lead, of the unit
- Primary academic administrator having administrative oversight over the unit (e.g., a dean, or a divisional dean for an Arts & Sciences unit)
- Vice chancellor/Chancellor for program reviews at UW Bothell or UW Tacoma
- Associate dean of the Graduate School or staff representative
- Associate dean of Undergraduate Academic Affairs, for units that have undergraduate program offerings
- Review committee members

During the meeting, participants will review the primary questions the review provided by the Graduate School in the Charge Letter. In addition, participants will discuss the supplementary questions the unit has submitted for the review committee to consider, agreeing upon any possible revisions.

The review committee will also have the opportunity to ask clarifying questions of the unit's leadership. All participants are full and active contributors to the discussion.

The relationship between the unit and its review committee should be cordial, but an appropriate distance should be maintained from the time the committee is constituted until the review has been completed in order to preserve the integrity of the review process and avoid the appearance of a conflict of interest.

The meeting will result in a formal charge to guide the committee's review and the unit's composition of the self-study.

## Program Review Shared Drive

At this stage, the Office of Academic Affairs will create a shared drive where all program review material will be located and available to all key stakeholders throughout the review. Initially, the shared drive will contain the draft charge letter and the documents from the last review of the unit.

## **3-6 MONTHS BEFORE SITE VISIT**

### **Site Visit Planning Meeting**

The Office of Academic Affairs will schedule a meeting with representatives of the unit under review to discuss:

- Site visit logistics
- Office of Academic Affairs vs unit responsibilities
- Best practices in developing the site visit agenda
- Best practices in writing the self-study

The unit under review will submit a draft site visit agenda and its self-study at least eight weeks before the scheduled site visit. The exact due date is indicated in the official charge letter.

## **FINAL 3 MONTHS BEFORE SITE VISIT**

### **Site Visit Agenda and Self-Study:**

Approximately eight weeks prior to the site visit, the unit will submit its self-study and a draft site visit agenda to the Office of Academic Affairs for review and comment. After any necessary or suggested revisions have been made, the Office of Academic Affairs will distribute the self-study and site visit agenda to the review committee and other university administrators who attended the charge meeting.

The review committee will be asked for input and the Office of Academic Affairs will relay any requests for further information or agenda modifications to the unit.

The Office of Academic Affairs strongly recommends that the site visit agenda should be finalized four weeks prior to the site visit. This allows the unit to ensure its faculty, staff, students, and other stakeholders are fully aware of, and able to participate in, the scheduled meetings.

### **Final Logistics and Communications:**

In the weeks leading up to the site visit, the Office of Academic Affairs will:

- Communicate with the review committee regarding logistical details such as travel, food, transportation, and directions to the location of the site visit.
- Communicate with the unit under review regarding any remaining questions and coordinate food and beverage deliveries (provided by Office of Academic Affairs).

# The Site Visit

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## Site Visit Meetings:

The site visit allows the review committee to meet with key stakeholders who can provide information about the unit. Additionally, if there are any other individuals or groups (e.g., an advisory board) the committee wishes to meet, the academic unit should arrange the meetings.

Stakeholder categories typically include unit leadership, faculty, staff, students and, when applicable, governing bodies, advisory boards, and alumni groups.

The Graduate School provides detailed guidance and sample agendas on its website.

## Exit Discussion:

The site visit concludes with an exit discussion including all individuals who were present at the initial charge meeting and a representative from the Office of the Provost. The first half of this meeting will allow the review committee to share its initial findings and recommendations. The second half of the meeting will be an executive session during which academic unit representatives, including the chair/director of the unit, will not be present.

# Concluding Steps After the Site Visit

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## Review Committee Report

After the site visit, the review committee will send its report electronically to the Office of Academic Affairs. The committee report due date is generally four weeks after the site visit and is specified in the charge letter.

The Office of Academic Affairs will distribute the review committee report to the unit under review as well as the other review stakeholders represented at the exit discussion.

## **Unit Response to the Committee Report**

The unit being reviewed, in collaboration with its dean/vice chancellor, will develop a written response to the review committee report. The unit response due date is generally four weeks after the review committee report due date and is specified in the charge letter. The unit response offers a unit's leadership the opportunity to formally respond to the recommendations contained in the review committee's report.

When preparing a unit response, departments are advised to share the review committee report among members of the unit, taking their input into consideration.

## **Optional Dean/Vice Chancellor for Academic Affairs Comment**

Following submission of the Unit Response to the Office of Academic Affairs, the unit dean (Seattle campus) or vice chancellor for academic affairs (Bothell and Tacoma campuses) will be invited to submit an additional response to the review committee report. The response will be distributed to unit and review stakeholders represented at the exit discussion.

## **Graduate School Council Consideration of the Review**

Within one to two academic quarters after the unit's and dean's response to the review committee's report, the Graduate School Council will consider the review. The unit leader and dean/vice chancellor will be scheduled to attend a Graduate School Council meeting. This conversation with the Graduate School Council will conclude the academic program review and allow the Council to engage in a collaborative and forward-looking discussion about the next steps. Prior to the meeting, the Council will review all documents generated during the review process. Following the meeting, the Graduate School Council will make final recommendations on the review to the Graduate School dean and associate dean of academic affairs.

## **Summary and Final Recommendations**

The Office of Academic Affairs will distribute a memo containing a summary of the review, along with final recommendations and the timeline for the next review, to the dean or vice chancellor of the unit and review stakeholders represented at the charge meeting and exit discussion. The Office of the Provost as well as the President of the Graduate and Professional Student Senate also receive this document.

## **Program Review Archive**

At the conclusion of the process, the Office of Academic Affairs will upload the core documents of the review to the online Program Review Archive. This archive can be accessed by any UW faculty and staff with a NetID.

The following are core documents uploaded to the archive:

- Unit self-study
- Review Committee report
- Unit Response to the report
- Dean/vice chancellor comment (if submitted)
- Summary and Final Recommendations