

THE GRADUATE SCHOOL  
UNIVERSITY *of* WASHINGTON

# Academic Program Review Orientation

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PRESENTED BY THE

**UW Graduate School Office of Academic Affairs**

Revised October 2023



# Introduction

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Purpose of this meeting: High-level introduction of program review process at UW

## Outline for this session:

- > Program Review Purpose & Scope
- > Program Review Process & Planning
- > Program Review Timeline & Action Items

# Program Review Purpose & Scope

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- > Primary Focus: Evaluating educational program quality & unit climate
- > Emphasis: Strategic planning & continuous improvement
- > Includes all undergraduate and graduate programs
- > Compliance with university mandate and institutional accreditation

Note: Program Review is **not** a process to ask for strategic investment or changes to institutional & organizational structure

# Program Review Purpose & Scope

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## **CHARGE QUESTIONS: EDUCATIONAL PROGRAMS**

- 1) Are the unit's degree programs of high quality? Do they meet the university's expectations of quality and reputation?
- 2) How does the unit compare with that of peer and aspirational institutions in terms of educational programs and scholarship (and/or professional preparation)?
- 3) How can the unit improve the quality of its educational programs and scholarship?
- 4) What does the unit need to do to increase its national (and/or regional) prominence?

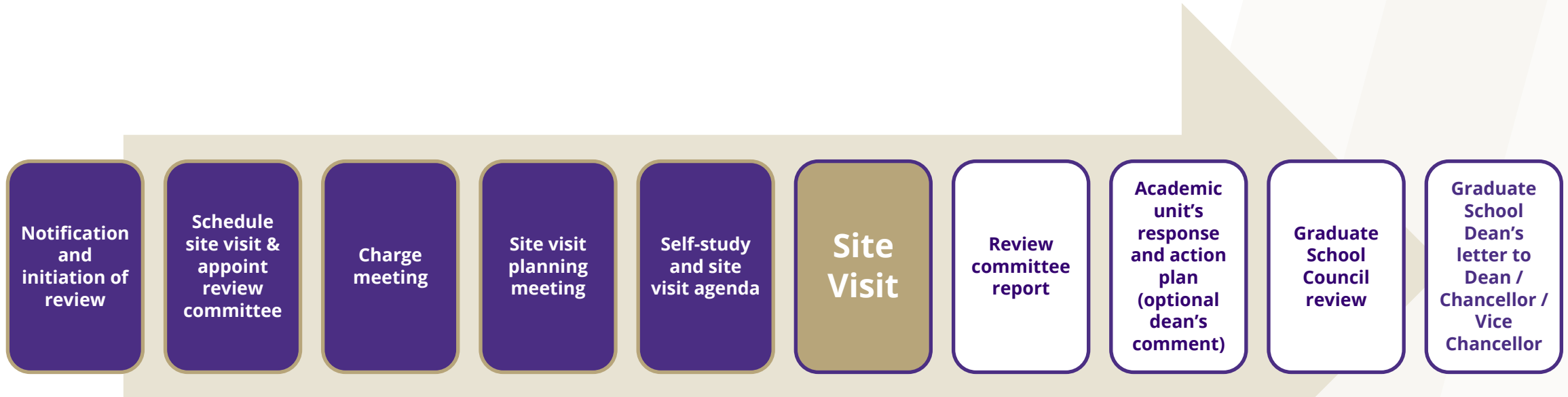
# Program Review Purpose & Scope

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## **ADDITIONAL CHARGE QUESTIONS: UNIT COMMUNITY AND CLIMATE**

- 1) Do students, faculty, postdocs, and staff find the unit a supportive and welcoming environment in which to pursue their degrees and careers as scholars, teachers, and administrators?
- 2) Are students, faculty, postdocs, and staff from groups that are underrepresented fully included in the intellectual life of the unit?
- 3) To what extent do the unit's current facilities and building space meet their needs?
- 4) To what extent is the unit preparing students at all levels for careers and future academic pursuits?

# The Program Review Process



# Program Review Planning

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## FIRST ACTION ITEM:

Program Review Planning Form Due December 15, 2023

### After today's meeting, your unit will begin to identify:

- > Preferred site visit dates
- > Unit-defined questions for review committee
- > Faculty review committee member recommendations

# Program Review Planning

## THREE KEY REMINDERS:

### 1. Transparency

Include all faculty, staff and students in the process

### 2. Inclusivity

Seek input from your stakeholder groups

### 3. Timing

Consider accreditation or major upcoming changes within unit to make the process more useful and efficient



# Program Review Planning

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## **COMMUNICATE EARLY WITH YOUR DEAN/VICE CHANCELLOR**

- 1) In what areas would your unit benefit from external feedback?
- 2) How can the review support college/school/campus strategic initiatives?
- 3) What stakeholders should be included?
- 4) How can the review support your unit in its aspirational goals?

# Program Review Planning

## RESPONSIBILITIES IN THE YEAR *BEFORE* A SCHEDULED REVIEW

### ACADEMIC UNIT

- Identifies potential dates for the site visit
- Identifies potential review committee members
- Develops supplementary unit-defined questions for the review

### GS OFFICE OF ACADEMIC AFFAIRS

- Schedules the site visit
- Assembles the review committee
- Drafts charge letter and holds charge meeting

# Site Visit Length and Review Committee Size

	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
Individual programs or 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

*\*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.*

# Identifying Site Visit Dates

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- > Must be Monday/Tuesday or Thursday/Friday
- > Site visits scheduled between the second week of the quarter and the last week of classes
- > No official holidays or breaks
- > Planning forms submitted by the deadline will be prioritized over late submissions

# Developing Unit-Defined Questions

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Program review is an opportunity to reflect on strengths, challenges, aspirations, and strategic planning.

## **Some examples of topics that past unit-defined questions have sought to address:**

- > Trends in the discipline and emerging sub-disciplines
- > Strategically shaping research and faculty, planning for future hires
- > Improving partnerships and collaboration
- > Evaluating curriculum
- > Impending leadership transitions

# Review Committee

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## ROLE OF THE REVIEW COMMITTEE

- > Evaluate overall health of academic unit including the degree programs as well as the climate and culture of the unit
- > Offer recommendations for strengthening programs and aspirational/strategic planning
- > Impartial perspective:
  - > UW reviewers provide institutional context
  - > External reviewers provide field-specific expertise
- > Review committee members are not advocates or champions for the unit under review

# Review Committee

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## CONSIDERATIONS FOR IDENTIFYING & NOMINATING POTENTIAL COMMITTEE MEMBERS

- > Diversity and BIPOC representation are critical
- > Can be ranked by priority/preference
- > Can include disciplinary preferences, e.g., one member from List A and one member from List B
- > Communicate with your dean/vice chancellor

# Internal (UW) Reviewers

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## ROLE ON THE COMMITTEE: LEADERSHIP AND INSTITUTIONAL CONTEXT

- > Indicate potential committee chairs
- > Often come from closely related units, but do not need to
- > Must have graduate faculty status (for units offering graduate degrees)
- > Should be tenured faculty; exceptions require justification, support from your dean/vice chancellor
- > Should possess administrative experience (dean, chair, program director, etc.), no current deans
- > We will not invite faculty who have served on a different program review committee in the past year
- > We will not invite chairs from other departments under review in the same year



# External (Non-UW) Reviewers

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## ROLE ON THE COMMITTEE: DISCIPLINARY AND SUBJECT MATTER

### Prioritize faculty with the following qualifications:

- > Must be senior, tenured faculty from peer or aspirational programs/institutions
  - > Exceptions, such as clinical faculty, require justification and support from your dean/vice chancellor
- > Must have administrative experience (e.g. dean, chair, program director)
- > Preferred: experience in leadership in disciplinary associations or accrediting organizations

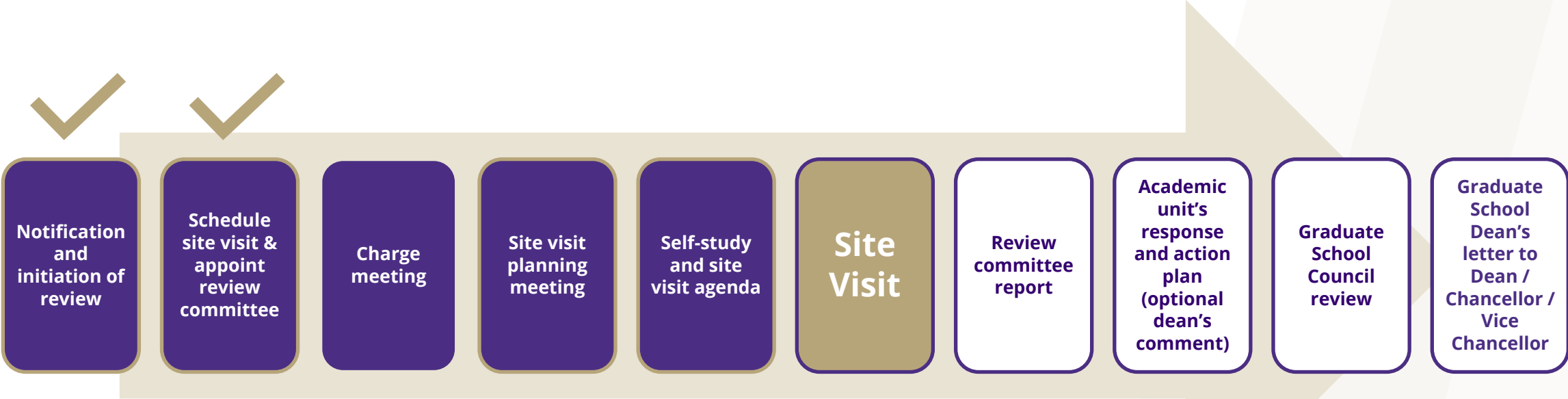
# Avoid Conflicts of Interest

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## EXAMPLES

- > Joint, adjunct, or affiliate position in your unit
- > Mentor for or mentee of a faculty member in your unit
- > Unit alumni
- > Potential hire/applicant within the last five years
- > Currently on a visiting or advisory committee
- > Previously chaired a review committee or served on a visiting committee in your unit
- > History of engagement or research collaboration with a member of your unit
- > Significant personal or professional relationship with a unit member

# The Program Review Process



# The Charge Meeting

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- > Identify scope of review including unit defined questions
- > Discuss and finalize charge letter
- > Includes key stakeholders:
  - Review committee
  - Unit leadership
  - School/College/Campus leadership
  - Graduate School
  - Undergraduate Academic Affairs (when applicable)

# Preparing For Site Visit

## RESPONSIBILITIES LEADING UP TO THE SITE VISIT

*This information will be discussed in more detail later in the program review process. For further reading, visit the [Program Review Site Visit Planning website](#).*

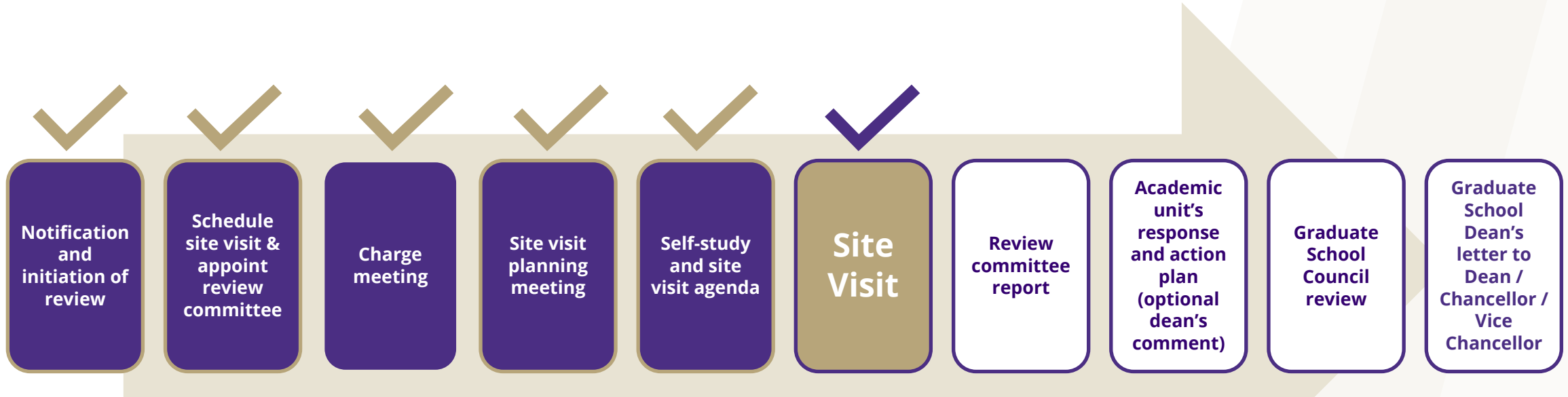
### GS OFFICE OF ACADEMIC AFFAIRS

- Intermediary between review committee and unit
- Manages program review shared drive
- Schedules exit discussion participants (typically 9 months earlier)
- Arranges & pays for:
  - > Catering/refreshments from Bay Laurel
  - > Boxed lunch deliveries from off-campus vendor
  - > External reviewer travel and accommodations
  - > Review committee dinners

### ACADEMIC UNIT

- Drafts the self-study and submits it to dean or vice chancellor
- Develops agenda & schedules participants
- Secures conference room(s)
- Invites students
- Designates a site visit liaison who will be “on call” to:
  - > Respond to committee questions
  - > Receive coffee and lunch deliveries
  - > Prepare and clean up site visit venue

# Final Actions



# Program Review Documents



Review  
committee  
charge letter

Site visit  
agenda

Self-study\*

Review  
committee  
report\*

Unit's response  
and action plan\*

Letter to  
dean/vice  
chancellor\*

*\*Published  
on password  
protected  
[UW program  
review archive](#)  
upon completion  
of the review*

# Submit by December 15, 2023:

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## PROGRAM REVIEW PLANNING FORM

- > Suggested site visit dates
- > Unit-defined questions for review
- > Proposed review committee members
  - Eight UW faculty
  - Eight external faculty



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# Questions?

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**Program review team email: [progrev@uw.edu](mailto:progrev@uw.edu)**

- > Chris Partridge, Director, Academic Program Review
- > Ann Busche, Academic Program Review Specialist

**ACADEMIC PROGRAM REVIEW ORIENTATION**

