

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 2024



# 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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UW Executive Order 20.4: All academic units and the degree programs offered by those units are subject to review every 10 years

- > Primary Focus: Evaluating educational program quality & unit climate
- > Emphasis: Strategic planning & continuous improvement
- > Includes all undergraduate and graduate programs

Note: program review is **not** a process to ask for strategic investment or changes to institutional or 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?

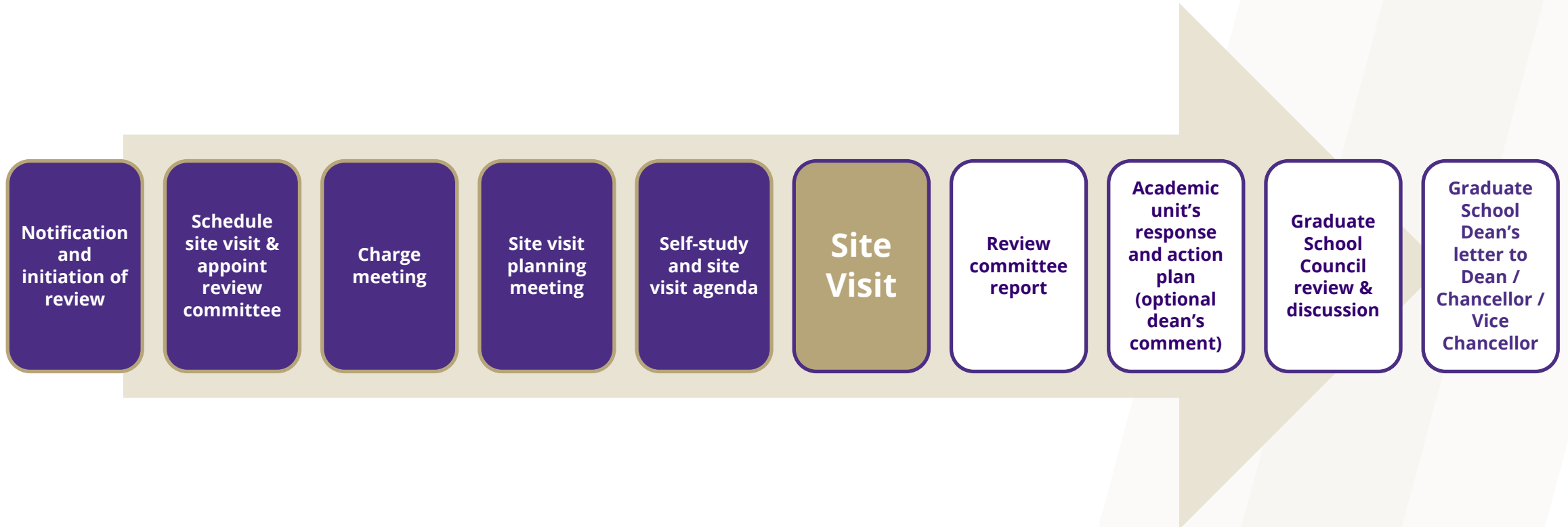
# Program Review Purpose & Scope

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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 13, 2024

**This week, we will send out program review planning forms. Your unit will begin to identify:**

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

**Planning forms submitted by the deadline will be given priority in date selection.**

# Program Review Planning

## THINGS TO CONSIDER:

### Transparency

Faculty, staff, and students will participate in the site visit

### Inclusivity

Seek input from stakeholder groups

### Timing

Major upcoming changes within unit to make the process more useful and efficient

### Unit Goals

How the review can support near- and long-term goals

### College/ School/ Campus Goals

How the review can support broader strategic initiatives



# Program Review Planning

## RESPONSIBILITIES *THIS YEAR*

### ACADEMIC UNIT

- Submit the program review planning form to our office by the December 13<sup>th</sup> deadline
- Begin gathering materials for the self-study

### GS OFFICE OF ACADEMIC AFFAIRS

- Confirm the site visit dates
- Assemble the review committee
- Draft charge letter and schedule the charge meeting

# Identifying Site Visit Dates

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- > Site visits span two days - 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 (as much as possible, avoid religious holidays)
- > Consider timing such as disciplinary or major staff conferences
- > Planning forms submitted by the deadline will be prioritized over late submissions

# Developing Unit-Defined Questions

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Program review provides an opportunity to reflect on strengths, challenges, aspirations, and strategic plans.

## **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

- > Prioritize diversity and BIPOC representation when selecting nominees
- > Rank in order of 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

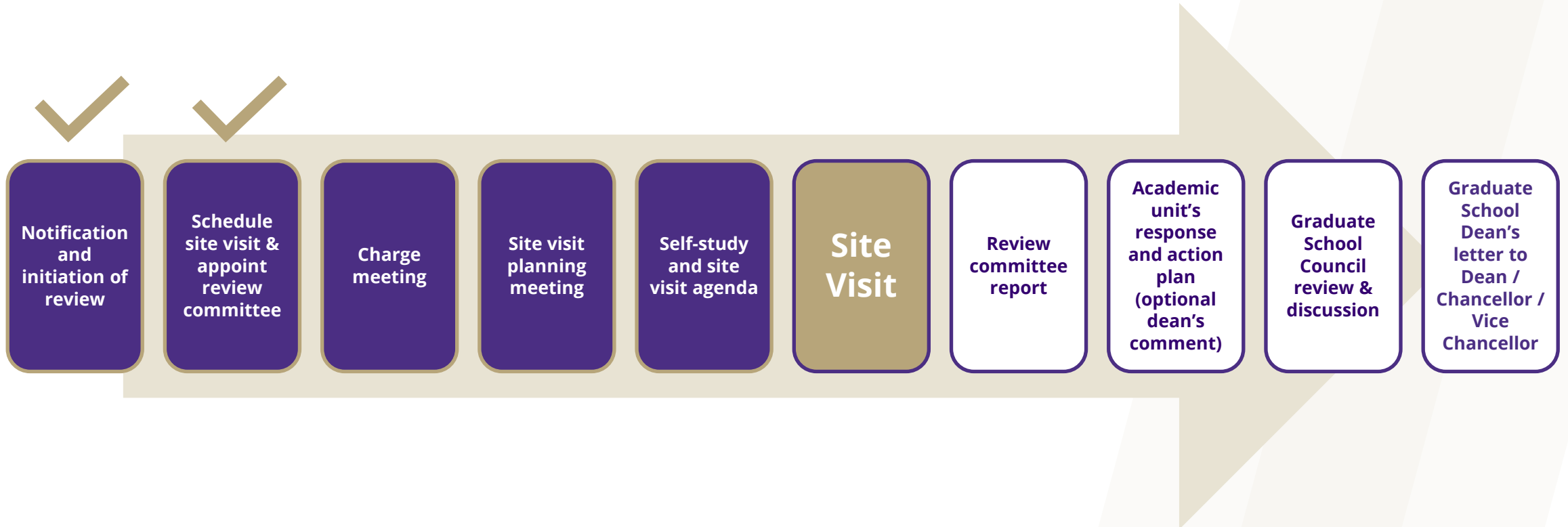
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## EXAMPLES

- > 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 to the review committee
- > Includes key stakeholders:
  - Review committee
  - Unit leadership
  - School/College/Campus leadership
  - Graduate School
  - Undergraduate Academic Affairs (when applicable)

# Preparing For Site Visit

## RESPONSIBILITIES 3-6 MONTHS 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](#).*

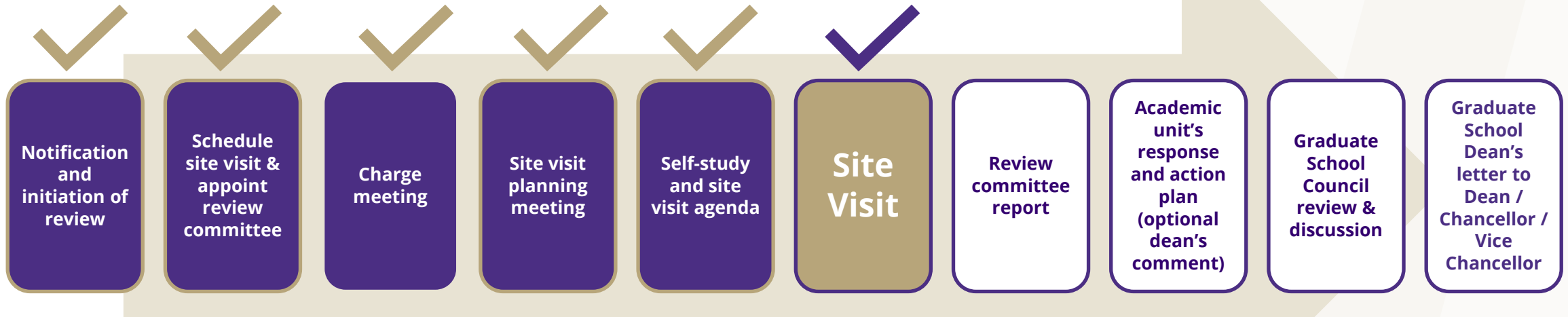
### ACADEMIC UNIT

- Draft the self-study
- Develop agenda & schedule participants
- Secure conference room(s)
- Invite students
- Designate 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

### GS OFFICE OF ACADEMIC AFFAIRS

- Intermediary between review committee and unit
- Manage program review shared drive
- Schedule exit discussion participants (typically 9 months earlier)
- Arrange & pay for:
  - Coffee, refreshments, and lunch on both days of the visit
  - External reviewer travel and accommodations
  - Review committee dinners

# 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 13, 2024:

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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

**Program review planning forms will be sent to all units this week.**

# 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

